

Camp Sussex - 2005 - General Information and Fees For Parent/Guardians and Prospective Campers

Camp Sussex is a coed sleep-away camp for children ages 7 - 14. It is located in Northwestern part of New Jersey (about 55 miles from midtown Manhattan).

Educational Enrichment Program: All campers will participate in a Reading & Math Enrichment program each day. By integrating a 90 minute nontraditional academic program with a traditional camp program, we hope to reinforce what was learned in school, and prepare the children for the upcoming school year.

Camper Expectations: The campers must learn to live cooperatively in a community environment and work to make the most of their time at camp. The camp is their home for 2 ½ weeks and must be treated with care. Campers are expected to make new friends, participate in all activities, share in the cleaning up of their cabins daily, respect the property of others and help with basic tasks in the dining room such as passing food and stacking dishes.

Dates: You may register your child(ren) for one or both of the following sessions:

| | | |
|--|--------------------|---|
| | Session I | June 29th – July 15th |
| | Session III | August 3rd – August 19th |

Session One Registration Ends June 15, 2005. Session Two Registration Ends July 15, 2005.

Cabin Housing: Cabin groups are arranged according to age. Every cabin accommodates 8-10 children and at least two staff members. Each cabin has two toilets and three sinks. There is a separate shower facility. Boys and girls live on separate sides of the campus.

Activities: Campers participate in a wide variety of supervised activities. Our structured program includes: lake swimming & boating, swimming instruction, arts & crafts, ceramics, computers, dance, drama, photography, pioneering & hiking, basketball, football, gymnastics, miniature golf, soccer, softball, street hockey, tennis, volleyball & newcomb, and a reading & math program.

Meals: Three family style meals a day and two snacks consisting of milk and cookies. (No pork products)

Sample Menu from Saturday, July 10, 2004

| <u>Breakfast</u> | <u>Lunch</u> | <u>Dinner</u> |
|------------------|-------------------------|-----------------------------|
| Orange Juice | Grilled Cheese w/Tomato | Turkey/Gravy |
| Pancakes | Soup | Mashed Potatoes, Vegetables |
| Butter/Margarine | Celery & Carrot Sticks | Stuffing, Cranberry Sauce |
| Syrup | Potato Chips | Dinner Rolls |
| Cold Cereal | Milk/water | Juice/water |
| Milk/water | Pineapple Chunks | Sheet Cake |

There is always peanut butter & jelly available!

Bus Transportation: Departure & Arrival at the Port Authority Building, Manhattan (41st Street & 8th Avenue). No extra charge

Clothing: Shorts, T-shirts and Socks are supplied for children 7-12 years old. Teen campers (Born: 1990, 1991, 1992) bring their own clothing. Recommended clothing list will follow after registration is complete.

Linens: Blankets, Sheets and Towels are supplied for each child.

Fees and Payments: \$75 registration fee plus a minimum of \$425 -- per camper, per trip = \$500 minimum. *We accept Visa, MasterCard, and Discover.*

Register your camper before March 15, 2005 and receive a discount!

- ◆ The \$75 non-refundable application fee is for each child, per session. Make money orders payable to Camp Sussex or use your credit card. This fee is refunded only if the child is not accepted for admission.
- ◆ The fee of \$500 is for Foster Children, and Children who qualify for the Summer Food Program (see chart on back of Summer Food Program Form in application). That includes the registration fee.
- ◆ Families of children who do not qualify for the Summer Food Program are charged a fee based on the income of all family members living in the household (sliding scale). Minimum fee, \$500.
- ◆ A family who's Public Assistance Case (TANF) is active, only pays the \$75 non-refundable application fee, per child, per session.
- ◆ Camp Sussex does not have a payment plan, but you may pay installments until your fee is cleared by the due date (not including registration).
- ◆ If more than one child in a family is attending and/or if you register your child before March 15th, there is a discount.

Orientation & Open House: All new campers and their parents are urged to attend one of our Orientation Sessions. This is your opportunity to meet the Camp Director, see slides of the camp and have all of your questions answered. Location & Dates will be mailed to you in May. Our Open House is held on the camp grounds, and is being held on Sunday, June 12th. If you are interested in visiting the campsite in Sussex, New Jersey you will have to provide your own transportation. Information about this day will be mailed to applicants later.

Any questions, please call Amira at 1 - 718 - 261 - 8700x10 between 10am & 5pm weekdays.

Camper and Staff Applications available online at www.CampSussex.org!

Pictures of Camp Sussex – Summer 2004: www.CampSussex.org/summerupdate

Camp Sussex 2005 Fee Schedule

For households with incomes up to \$50,000*:

Registration Fee = \$ 75.00 (must accompany application & is non-refundable)
Tuition Fee = \$425.00

**proof of household income must be provided by each family (see application)*

For households with incomes above \$50,000.00, the fees are subject to the following formula:

Fee Formula:

Total = {[Adjusted Gross Income + Taxable Income] ÷ 2} x 1%

Example: 70,000 + 40,000 = 110,000 ÷ 2 = 55,000 x 1% = 550.00
\$75 registration fee + \$475 tuition fee
(Rounded to the nearest \$10) *based on 2004 tax return*

2005 General Camp Sessions

Wednesday, June 29th – Friday, July 15th
Wednesday, August 3rd – Friday, August 19th

TUITION DISCOUNTS PER CAMPER, PER SESSION**:

By March 15th 2005 Early Registration Discount: \$20 for individual campers
\$30 for sibling campers

From March 16th – May 1st Sibling Discount: \$20 for sibling campers

By May 1st – Two Session Registration Discount: \$10 for each camper

***must be paid in full by May 1st. Discount will be lost after May 1st 2005.
Application must be postmarked by the dates listed to receive a discount.
Not combinable with other discounts except the Two Session Registration Discount.*

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- Camp Sussex has a non-discrimination policy for reasons of family income, race, religion, ethnic background, sexual orientation, or gender.
 - Camp Sussex reserves the right to reject any camper that is deemed unsuitable for behavioral or medical reasons.
 - Camp Sussex reserves the right to reject any applicant once capacity has been exceeded.
 - In order to be eligible for a summer school refund, Camp Sussex must be informed at least 7 days before the start of Session 1 2005 that summer school attendance is **mandatory** for your camper. A letter from the school must be provided.

**ALL CAMPERS MUST ARRIVE ON CAMPUS ON THE FIRST DAY OF THE SESSION.
NO EXCEPTIONS!**



Camp Sussex INC.



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2005 - INSTRUCTION SHEET - 2005

The following are included in this 2005 packet:

1. INSTRUCTION SHEET 2005 - Please read carefully.
2. CHECK LIST – A list of what to submit with your application. (*Do Not Send Originals*) (See other side).

3. CAMPER APPLICATION 2005

Please read carefully and complete both sides of the Application.

1. Indicate which session you prefer. It is recommended that campers registering to Camp Sussex for the first time should only register for one session, but ***your child can register for both!***
2. Emergency Contacts (see #4 on the application). It's important for us to have the name and telephone number of 3 people (other than the parent/guardian) who will be responsible for your child, in case of an emergency and you can't be reached.
3. Parent/Guardian **MUST SIGN** consent and waiver. (See #12 on application)

4. SCHOOL RECOMMENDATION FORM 2005 - Please have your child's teacher complete this form. The teacher may mail or fax this form directly to the main office.

5. FOOD FORM 2005 - Please complete the form for the United States Department of Agriculture (USDA) Summer Food Service Program. This form **must be completed for each child and signed by parent/guardian, regardless of income**. This program assists Camp Sussex with some of our food costs. **Everyone must answer section #1, & #4. And either 2, 3A, or 3B—whichever complies with your situation.**

6. MEDICAL INSURANCE INFORMATION & RELEASE FORM 2005 – Please provide us with all of the insurance information requested. This will enable us to provide proper information to the doctor and/or hospital in the unlikely event that your child requires a doctor's attention or emergency treatment. You will be responsible for all deductibles and co-payments for your child.

Please Note: Let us know if you change your child's medical insurance.

We understand the registration process sometimes can be confusing, If you need assistance completing any of the registration forms, please call the office or make an appointment to come down to the Forest Hills office in Queens. Call Amira Gutierrez 1-718-261-8700 x10.

Upon receipt of the completed Application, with proper documentation, you will be mailed an invoice for payment and a Medical Form. *Please note:* Call your doctor now and make an appointment for your child's check up. You will also be billed for the additional camp fee, as applicable. Your child(ren) will not be officially accepted until all forms and applicable payments are received. **Please** return all materials promptly.

Your child will be guaranteed a spot at camp if all completed materials and fees are in by Friday, May 13, 2005. Session One Registration Ends June 15, 2005 and Session Three Registration Ends July 15, 2005. For those registered prior to Memorial Day, Session One fees must be paid by June 1st. For those registered by the end of June, Session Three fees must be paid by July 1st. If camp fills up before the ending dates, registration will close prior to the dates scheduled.

Incomplete applications or those received after the end dates will be placed on a waiting list.

TURN OVER FOR CHECK LIST



Camp Sussex 2005 Application Check List

Please submit the following (1 – 6) with your child's application: (Do Not Send Originals)

1. _____ A **\$75 MONEY ORDER or CREDIT CARD** (no personal checks) **must be returned with each application -- NO EXCEPTIONS!** Your application will be returned if the fee is not included. *This fee is what holds your child's space and is non-refundable.* Please put your child(ren)'s name on the money order and make it payable to Camp Sussex. The **Credit Card Information Sheet** can be downloaded from the website (www.Campsussex.org) or call the office to have it faxed or mailed.
2. _____ Copy of official **Birth Certificate** or other official proof of child's age.
3. _____ The **School Form** filled out by your child's teacher. If school is over, your child's last report card must be included with the application.
4. _____ The **USDA Summer Food Service Program Form** must be completed for each camper regardless of income. Everyone must answer section #1 & #4. And either 2, 3A, or 3B- whichever applies to your situation. Section #5 is optional.
5. _____ Copy of each of your child's Health Insurance Card(s) & Prescription Card(s) (Medicaid Card or Private Insurance Card). Please make readable copies of the **Front & Back** on letter sized paper (8 ½ x 11). All information will be verified. **Without health coverage your child cannot attend Camp Sussex.** If your child needs health insurance, you can apply for free or low cost health care with one of the following representatives:
 - a. Care Plus Health Plan – Mr. Joseph Ho (Rep) 347 – 242 – 1616
 - b. Care Plus Health Plan – Gina (Rep) 646 – 739 – 9157
 - c. HealthFirst – Clinton Browne (Rep) 917 – 208 – 9812
 - d. HealthFirst – Ms. Kamielle Ellis (Rep) 917 – 743 – 8259
6. _____ The **Medical Insurance Information/Medical Release Form** must be completely filled out and signed by the subscribing parent or guardian.
7. _____ A copy of the first two pages of the **2004 Federal Tax Return (Form 1040)** for the person claiming camper as dependent with corresponding **W-2 form(s)** or 1099 form(s) for all jobs worked during 2004. Or your 2003 Federal Tax Return (Form 1040) with the 2004 W-2. **W-2 or 1040 forms alone are not acceptable. (TANF and Foster do not need to send)**

8. _____ For children on **New York City Public Assistance TANF** (Parent receiving cash grant):
 - a. Please supply us with a copy of your **Individual Case Summary (Case Composition Printout/Budget Letter)** - This printout shows the status of everyone in your case file and can be obtained from your caseworker.
FOOD STAMP ONLY CASES DON'T QUALIFY! You do not need to send tax information—only 1 - 6.
 - b. **You must fill out eligibly forms.** If they are not included with the application you can download them from the website or call to have them mailed to you. They must be submitted no later than 15 business days before camp starts.
 - c. If your child is deemed ineligible and you still wish to send him/her, you will be responsible to pay the remaining camp fee. **You do not need to send a copy of your tax return, unless your child is deemed ineligible.**
9. _____ For **Foster and Adopted Children:**
 - a. You must submit Proof of Guardianship (**Copy of Family Court Letter**) or Foster Care (Official Letter from Foster Agency). **You do not need to send tax information--only 1 -6.**
 - b. If you do not have a Medicaid card, the Medicaid number must be on letterhead from the foster care agency, and MUST be signed by the supervisor.
 - c. Please include the case worker as an emergency contact for foster children.

You do not need to return this page with the application. It is for your personal use.