



Henley's Haven

"Youth Computer Entertainment, and Design CAMP"

770 Old Roswell Place, Ste. B 250, Roswell GA 30076

Call: 678-602-3675; Fax: (404) 537-1031; Email: camps@henleyworkshops.com

Camper Name(s): _____

Camper Address: _____

City: _____ State: _____ Zip: _____

DOB: _____ Age: _____ Gender: _____

Parent/Guardian Full Name: _____ Parent E-mail: _____

Parent Cell: _____

Alternate Emergency Contact Name and Number: _____

Camp Date(s): _____

Classes your child/teen is attending: _____

Camp Location: **Henley's Workshops, 770 Old Roswell Place, Suite B 250, Roswell Ga 30076**

Coupon Code: _____

How did you hear about us? _____

Deposits or Paid in Full payments are due at registration.

Checks Payable to: "Henley's Haven"

Mail to: Henley's Haven, 770 Old Roswell Place, Suite B 250, Roswell Ga 30076

++++ (Please email or call to let us know once you've mailed form, otherwise your space can be filled)

Camp class fees total: \$ _____ Field trip total (optional) \$ _____, Supply fees total \$ _____,

T-shirt fees (optional) \$ _____, School Bus/Shuttle fees (optional) \$ _____

(Note: these fees can be found in this packet attached)

Total to bill to credit card : \$ _____ Type of Card: _____

Signature _____

Card # _____ Exp.Date _____ Date _____

CSC (LAST THREE numbers on the back of your credit card, American Express its on 4 last numbers on the front of your card): _____

Billing Address for Credit

Card: _____

I have read, understand and agree to the content of this release agreement form:

(Please Note: Payments are Non-refundable unless camps are canceled)

Parent/Guardian Print Name: _____

Parent Sign: _____ Date: _____

++++(Please email or call once you've mailed this form otherwise your space can be filled) +++++



Mandatory Supply Fees Sheet

Note: Fees are per week

Supply fees help us keep our summer camp class fees to a minimum. Our competitor summer camps can range from 1,200 – 3,500 for a one week camp. We do not charge as nearly as that much because our supply fees help keep our cost of classes down.

Supply fees help with required materials needed during the week to host our summer camp program.

Room A Fees:

- 2 DAY /HALF DAY: \$5
- 2 DAY / FULL DAY \$7
- 3 DAY/HALF DAY : \$10
- 3 DAY/FULL DAY : \$12
- FULL DAY/ 1 week: \$20

Room B Fees:

- Digital Film: \$10
- Acting: 25

Art Gallery Camp: \$25

Room C Fees:

- 2 DAY /HALF DAY Camps: \$7
- 2 DAY /full day : \$10
- 3 DAY /HALF DAY Camps: \$10
- 3 DAY /full day : \$15
- FULL DAY/ 1 week: \$25

Room D Fees:

- Full week is \$25

Room E Fees:

- Full week is \$25

Room F Fees:

- Full Week is \$35



Henley's Haven

"Youth Computer Entertainment, and Design CAMP"

770 Old Roswell Place, Ste. B 250, Roswell GA 30076

Call: 678-602-3675; Fax: (404) 537-1031; Email: camps@henleyworkshops.com

FIELD TRIP PERMISSION FORM SUMMER 2011

(This is OPTIONAL and not mandatory to attend field trips)

Field Trip Activity Listing Can be Viewed on Next Page

I give permission for my child or teen, _____, to attend the field trip to _____

_____ On the following dates: _____

I understand that \$35/ per child will cover the cost of 1 week of field trip. Additional weeks will also be \$35/per child. This fee is due at registration and non-refundable.

I enclosed \$ _____ to cover the field trip(s) fee.

I enclose an additional \$ _____ to cover the cost of food/games at event.

Would you like us to charge your credit card on file for the total amount of \$ _____
(Note: If you have no credit card on file then please write a separate check for the Field Trip Amount)

Note: child/ teen can bring sack lunch, and do not have to purchase food at field trip. Note that field trip locations can change at anytime but you will be let known in advanced and required to sign off for your child or teen for new location.

In case of an emergency, I give permission for my child to receive medical treatment. In case of such an emergency, please contact:

(Name)

(Phone Number)

(Parent/Guardian Signature)

(Date)

++++ *(Please email or call to let us know once you've mailed this form)* +++++

Field Trip Activity Sheet

(This is OPTIONAL and not mandatory to attend field trips)

Field trips are loads of fun & a special treat for the week!

May 31 - June 3

Wednesday-Brunswick Zone Bowling and Friday- Swim Atlanta
(Must know how to swim to attend field trip on Friday)

June 6 - 10

Wednesday-Brunswick Zone Bowling and Friday- Aurora Cineplex (Matinee Movie)

June 13 - 17

Wednesday-Brunswick Zone Bowling and Friday- US Gaming Arena

June 20 - 24

Wednesday-Brunswick Zone Bowling and Friday- Swim Atlanta
(Must know how to swim to attend field trip on Friday)

June 27 - July 1

Wednesday-Brunswick Zone Bowling and Friday- Aurora Cineplex (Matinee Movie)

July 5 - 8

Wednesday-Brunswick Zone Bowling and Friday- Six Flags

July 11 - 15

Wednesday-Brunswick Zone Bowling and Friday- Aurora Cineplex (Matinee Movie)

July 18 - 22

Wednesday-Brunswick Zone Bowling and Friday- US Gaming Arena

July 25 - 29

Wednesday-Brunswick Zone Bowling and Friday- Swim Atlanta
(Must know how to swim to attend field trip on Friday)

++++ *(Please email or call to let us know once you've mailed this form)* +++++



T-Shirt Order Form

Henley's Haven Workshops for Kids

1 form per child or teen (Optional purchase)

Parent/Guardian NAME: _____
Child or Teen Full Name: _____
Child or Teen Age: _____
ADDRESS, CITY, ZIP: _____
PHONE: _____
EMAIL : _____

About our T-Shirts:

- T-Shirts will be a wonderful keepsake for your child or teen!
- T-shirts will be 100% cotton, printed with an our summer camp program on the front.

T-shirts are \$12/ each

Please Circle or Highlight size that you would like to order:

Child size: Small, Medium, Large	Adult size: Small, Medium, Large
How many child size to order: _____	How many adult size to order: _____

Checks Payable to: "Henley's Haven"
Henley's Haven, 770 Old Roswell Place, Suite B 250, Roswell Ga 30076

Would you like to use your credit card on the registration form to pay for t-shirt : _____

Or Please bill my credit card for \$ _____

Type of Card:

(You must mail form to use this payment option via credit card. We have to have your signature for payment)

Signature _____

Card # _____ Exp.Date _____ Date _____

CSC (LAST THREE numbers on the back of your credit card, American Express its on 4 last numbers on the front of your card): _____

Billing Address for Credit

Card: _____

I have read, understand and agree to the content of this release agreement form:

(Please Note: Payments are Non-refundable unless camps are canceled)

Parent/Guardian Print Name: _____

Parent Sign: _____ Date: _____



Henley's Haven

Summer Camp: 2011

Optional Service: School bus/Shuttle

1 form per child or teen

Do not fill out this form unless you need this service. This is an optional service.

Parent/Guardian Name: _____

Parent Number: _____ Parent Work Number: _____

Parent Email: _____

Camper Name: _____

Camper Age: _____

What week or day's you will need School Bus/Shuttle?

I give permission for my child or teen listed above to be picked up from 1 of the following locations.

Location 1: Kroger Plaza, 3559 Chamblee Tucker Rd, Atlanta, GA 30341

School Bus Pick up time: 7:10am

School Bus Drop off time: 6:00pm

_____ (Please initial) By initialing you agree to the School Bus Policy Attached

Location 2: In front of Macy's , Lenox Mall, 3393 Peachtree Road Northeast, Atlanta, GA 30326

School Bus Pick up time: 7:45am

School Bus Drop off time: 6:50pm

_____ (Please initial) By initialing you agree to the School Bus Policy Attached

++++ (Please email or call to let us know once you've mailed this form) +++++

School Bus Policy

- I understand if this form is not turn in then my child will not be able to ride the school bus or shuttle to camp. I understand that this form has to be submitted with the rest of my summer camp forms.
- I understand that \$7/ per trip will cover the cost of one way. Daily fee is \$12/per day. Weekly rate is \$55/per week.
- I understand that I must be on time. School Bus / Shuttle will not be delayed and that Henley's Haven Workshops for Kids will not be responsible for your child/teen missing the bus. In the case that the child/teen does miss the bus it will be your responsibility to get them to the Roswell camp location.
- I understand that I will not drop off my child or teen at bus location without a Henley's Haven staff present. Henley's Haven staff will be wear Henley's Haven T-shirt.
- I will not drop off my child or teen with other minors (other campers) at the bus location if Henley's Haven staff is not present
- I understand that I must sign in and sign out my child at bus location. THIS IS NOT OPTIONAL
- I understand that Henley's Haven is not responsible for bus or shuttle being late for pick up or drop off do to delays such as (accidents that cause common traffic delays, weather, ect)
- I understand that I have to submit a written form If I want another parent to drop off or pick up my child at bus location.
- Please note that if the minimum amount of kids are not met we will not be able to provide the school bus service, and it will be your responsibility to get them to the Roswell camp location. In this case, you will be notified before your scheduled camp starts, so you can make arrangements.
- In case of an emergency, I give permission for my child to receive medical treatment.

Payment is as follows:

Please note that a \$50 deposit or payment in full for bus fees is due at camp registration to hold your child/teen spot for bus service. \$50 deposit will go toward your bus fees. Bus fees are non-refundable.

If you choose to pay weekly, please note that bus fees are due 2 week advance before your child /teen can ride the School Bus/ Shuttle.

Would you like to apply your Bus Fees to your Credit Card on File? _____

If so, what amount?: _____

(Note: If you do not have a credit card on file, please write a separate check for bus fees)

Print: _____ **Sign:** _____ **Date:** _____

++++ (Please email or call to let us know once you've mailed this form) +++++



Henley's Haven

"Youth Computer Entertainment, and Design CAMP"

770 Old Roswell Place, Ste. B 250, Roswell GA 30076

Call: 678-602-3675; Fax: (404) 537-1031; Email: camps@henleyworkshops.com

Health Information Form

I, _____ understand that I my child will be participating in camps that may include physical movements and exertion. If I have specific medical conditions for my child I will advise the instructor prior to class. I understand it is my responsibility to consult with a physician prior to and regarding my participation in any workshop activity. You agree that your child is physically fit and has no medical condition that would prevent full participation in the workshops/classes. With any physical activity there is always the risk of injury, serious or even disabling being present and cannot be entirely eliminated. As a parent, guardian, or participant, I am aware of these hazards and my child(s) ability to participate. If your child feels any discomfort they should contact the Instructor immediately. Workshops are not recommended and are not safe under certain medical conditions. I affirm that I alone am responsible to decide whether my child is to practice workshop activities and will consult appropriate medical experts if needed.

In consideration for participation in the program(s) I have registered for, I hereby for my-self or my child(ren) waive and release all rights and waive Jessica Henley, Henley's Haven Staff from any and all claims, from all losses, injury, damages, fees, and other expenses, demands and actions of any nature whether present or future, anticipated or unanticipated, known or unknown that result from my participation in camp class or practice of camp/ field trips/ workshops outside of class.

Health History

In addition, I give my permission for my child(ren) to be treated by qualified medical personnel in the event that the above named parent/ guardian cannot be reached at the phone numbers provided. I understand that in an emergency an attempt will be made to communicate with me prior to use of this waiver.

For Hospital Information only:

Our Doctor's Name: _____

Doctor's Phone #: _____

Medical Insurance Company: _____

Membership #: _____

List any Medical Problems or Allergies/FOOD Allergies

Your Address: _____ City: _____ Zip _____

Cell Number: _____ Emergency Number: _____

Email: _____

I have read, understand and agree to the content of this release agreement form:

Parent/Guardian Print Name: _____

Parent Sign: _____ Date: _____

++++ (Please email or call to let us know once you've mailed this form) +++++

Participation Agreement and General Info

Henley's Haven welcomes the participation of every family. This Participation Agreement explains the policies and expectations of our program.

- Deposits must be made at the time of registration to reserve your child spot. Deposit are half of what your total balance is for camp.
- Deposits due by: April 1, 2011. The reminder of your balance will be due no later then: May 15, 2010
- You may make arrangements with other families to be responsible for your children. You must inform a Henley Haven Representative in **writing** with the person responsible for your child/children and your contact information.
- **Fees are non-refundable at registration**, unless class/camps are canceled, at that time refunds will be given, and expected to be received in the mail within a 2 weeks to 90 day's. If you have to cancel participation during camp, then you forfeit your fees for camp session.
- If disciplinary corrections require more then 3 occurrences, parents will be asked to remove their children from the program without refund. If violence or profanity, racial, or rude language is used, parents will not be given a warning, their child will have to be removed immediately from the program with out refund.
- **Cell Phone Policy**, your child or teen will not be allowed to use cell phones while in classes. If a phone needs to be used then of course your child/teen can contact the camp teachers, directors, staff to use a phone to call you in case of an emergency. Cell phone can be used on lunch hours only.
- **Student Files.** Students are responsible for getting their own work each week by using a USB Flash drive from home. It will not be Henley's Haven responsibility to keep up with student files after camp is session is over each week. If students damage belonging to Henley's Haven , and property/materials are not in working condition, parents will be responsible for replacing property/materials.
- For those who are doing a full day camp 9-5pm, please bring sack lunch. Snacks will be provided.
- **Drop off** starts at 8:30am for morning camps 9-12pm, and drop off starts at 1:30pm for afternoon camps 2-5pm.
- **Pick up** time are 12:00pm for morning camps, full day and afternoon camps pick up times are from 5:00-5:30pm. Extended times start at 5:45pm
- **Extended hours** are \$7 hour. Full day camps get free drop hour in the morning starting at 7:30am. All camps are requires to pay extended pick up times if your child/teen is not pick up by 6:00pm. \$.25 cents per minutes will be charged for late pick up times after 6:00pm.

Please list extended times for drop off and pick up before camp starts, if needed.

Photo and Video Release

I hereby give permission for images of my child, captured during regular and special workshop/camp activities through video, photo, and digital camera, to be used solely for the purposes of Henley's Haven, Inc, and businesses affiliated with for promotional material and publications, such as, but not limited to, the used and featured in magazines, conferences, websites, school events, ect, and waive any rights of compensation or ownership thereto.

I have read, understand and agree to the content of this release agreement form:

Signature: _____ Date Here: _____

++++ (Please email or call to let us know once you've mailed this form) +++++