



Return this page to:
 SUMMER BUSINESS INSTITUTE
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 BATON ROUGE, LA 70813
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 F: 225.771.5262
 Or sign, scan and e-mail to:
COB.SBI@gmail.com

S.B.I. Camper Registration Form

Camper Information:

First Name	Last Name	Date of birth	Gender
Additional Child	Last Name	Date of birth	Gender
GPA	School Grade (4 th -8 th)	T-Shirt Size	Extended Day (Y/N)

Parent/Guardian Information:

Parent(s)'s Name(s) _____

Mailing/Billing Address	City	Zip
Email Address(es)	Home Phone	Work Phone(s) and/or Cell Phone(s)

Emergency Contact Information: *In case of emergency...* Please list **3 names & phone numbers, including yourself**, you would like us to call in order of preference (list 1 or 2 phone #s per person and indicate H, C or W in ()).

1) Name: _____ Relation: _____ () _____ () _____

2) Name: _____ Relation: _____ () _____ () _____

3) Name: _____ Relation: _____ () _____ () _____

PHYSICIAN: _____ Phone #: _____ Hospital: _____

DENTIST: _____ Phone #: _____

Medical/Behavioral information Include known allergies and medications. Attach additional page with desired plan of action in case of reaction : _____

Requirement to Disclose Special Needs-read details in Policies

Sign Out Information List all people authorized to pick-up your child (*aside* from parent/guardians and emergency contacts above): _____

Would you be interested in sharing your contact information with other families interested in carpooling? YES NO
 Current School? _____ How did you hear about our camp? _____

Indemnification Waiver (SBI=SUMMER BUSINESS INSTITUTE)
 I certify that the children named are in normal health and give permission for them to participate in program activities. I hold blameless SBI and all involved in the program from any liability for any harm that befalls the child(ren) as a result of participation in the programs. I authorize the employees of SBI to consent to medical care to be rendered to said child(ren) upon the advice of a licensed physician. The undersigned further agrees that the employees of SBI are not legally or financially liable for any claim arising out of consent given in good faith in connection with such diagnosis and treatment.
Printed Name: _____ **Signature:** _____ **Date:** _____

Photo Release (SBI=SUMMER BUSINESS INSTITUTE)
 I hereby grant SBI the right and permission, in connection with photos and video taken of my child, his/her artwork or written work, the following: the right to use the above items, *without the use of names*, for promotional/advertising purposes, e.g. the internet and camp fairs.
Printed Name: _____ **Signature:** _____ **Date:** _____

Please keep this page for your records

Note: SBI stands for SUMMER BUSINESS INSTITUTE

Policies

The **Summer Business Institute** tries to save trees and money! Whenever possible, we prefer to email confirmations of registration, Parent Packets Balance Due Invoices, and Receipts. If you supply us with your email address, we will use that as our first means of communicating in writing. **If an email address is not provided, we will use snail mail.** Please check your email provider's spam protection to ensure that cob.sbi@gmail.com is a safe address and emails from us will not be blocked.

Confirmations:

We confirm via e-mail, phone, or post within a week of receipt of your registration. It is **IMPORTANT** to contact us if you do not receive a message within 10 days of registration. *We may not be able to admit your child to camp unless you have received a confirmation.* Make sure cob.sbi@gmail.com is a safe address and emails from us will not be blocked.

Daily Routine:

All campers are required to wear camp t-shirts everyday! No exemptions. Campers will be sent home if not appropriately dressed. Due to limited space and high demand children registered for camp are required to attend 5 days per week for a minimum of 6 hours per day and **MUST BE ON TIME**. Please note that it is your responsibility to inform your summer camp site directors if your child will not be in attendance due to illness or an emergency. Habitual absences (3 or more)/tardies (15 minutes or more) will lead to disciplinary action. **1st Offense:** Verbal warning (documented), **2nd Offense:** Written Warning and student will be sent home, **3rd Offense:** Student will be removed from the program.

Refund Policy:

- The camp start date is May 30, 2012. If you cancel within seven (7) days of the start date, **NO REFUNDS WILL BE ISSUED!**
- If you cancel 8-14 days, prior to May 30, 2012, a 50% refund (of the camp fee) will be issued.
- If you cancel 15-30 days, prior to May 30, 2012 a 75% refund (of the camp fee) will be issued.
- Children who leave the program, after May 30, due to injury or illness (doctor's verification required) will receive a prorated refund of the camp fee, otherwise- **NO REFUND WILL BE ISSUED.**

Extended Day- Late Pick-Up Policy:

The camp ends, daily, at 3:30 pm. There is a 5-minute grace period, after which, a late fee is imposed (\$10 for every 15 minutes). Extended day starts at 3:30 and ends at 5:30 pm. The cost is \$60 (one-time) per child and includes a snack.

Field Trips/Final Summer Trip: FIELD TRIPS- SBI campers will enjoy fun and educational field trips. FINAL TRIP- The final trip is optional and will be decided by the 3rd week of camp. **NOTE:** The final trip is an additional cost and it varies depending on the number of paid participants.

Additional Notes:

*We reserve the right to alter plans due to changes in enrollment.

Requirement to Disclose Special Needs or Behavioral Issues

Prior to, or at the time of registration, parents/guardians are responsible for notifying us of an officially diagnosed special need. Additionally, notify us if your child's school teacher has spoken to you with concerns about their disruptive behavior in a group setting. *If your child has an aide during school, s/he will need one during camp.* If your child is a return camper, we need you to update any information for our site staff at time of each camp registration to confirm that your child's participation is still possible. Your disclosures do not necessarily preclude your child's participation.

Dismissal from Camp

There are rare times when the SBI must dismiss a child due to behavioral problems that preclude a child from participating safely or effectively in a group. If a camper is dismissed for aforementioned reasons, there will be no refund for the unused, pre-registered days.

Statement of Understanding and Acceptance of Policies

(by registering for the SUMMER BUSINESS INSTITUTE (SBI), you agree to the following)

I hereby certify that I have given full disclosure concerning all medical, physical, and psychological conditions which may have relevance to my child's performance while at the SBI I understand that failure to provide full disclosure is grounds for immediate dismissal without refund. I will assume the necessary financial obligations and understand and agree to abide by SBI policies and procedures. X_____

College of Business | Garrett A. Morgan/Ford PAS Summer Business Institute

Duration:	May 30, 2012 to July 13, 2012 (Monday through Friday) 8:00 A.M. – 3:30 P.M.		
Description:	<p>The Southern University College of Business presents the “Garrett A. Morgan/Ford PAS Summer Business Institute – 2012 to 4th-8th grade students. The Summer Institute explores academic and practical issues related to business and transportation. The students will participate in many economics sessions in the College of Business. Math skills and practice sessions involving test taking (Leap-owa) will be an intricate part of the summer programs.</p> <p>Students will explore FUNdamental field trips every Friday and participate in many fun physical activities. The program will focus on Survey of Accounting, and Personal Finance, Management, Marketing, Basic Economics, Entrepreneurship, Computer Skills, Review of Math and Communication Skills, in addition to healthy sports and recreational activities. The Garrett A. Morgan/Ford PAS Summer Business Institute primary focus is to provide a quality program for all participants; therefore, a zero tolerance discipline policy has been adopted.</p>		
Criteria:	Available for students 4 th through 8 th grade, with a GPA of 2.2 and above. Acceptance into Garrett A. Morgan/Ford PAS Summer Business Institute is on a first-come-first serve basis. The Garrett A. Morgan/Ford PAS Summer Business Institute primary focus is to provide a quality program for all participants; therefore, a zero tolerance discipline policy has been adopted. All students must be picked up on time. Early Bird registration is March 15-April 30!		
Cost:	Non-Refundable Registration fee:	\$40.00	
	Camp Fee	\$400.00 (registration not included)	
	<u>TOTAL:</u>	<u>\$440.00</u>	
	Extended Day services after 3:30 P.M.	\$60.00 (one-time fee covers the entire 6-weeks. Registration not included)	
	<u>TOTAL:</u>	<u>\$500.00</u>	
	NON-REFUNDABLE DEPOSIT REQUIRED	\$40.00 (due upon registration)	Full payment must be made by May 20, 2011 or the child's place in camp will be forfeited. (Check, Money order, Credit Cards accepted)
Contact:	Toni Jackson College of Business 225-771-5883 225-771-5640 toni_jackson@subr.edu cob.sbi@gmail.com	or	Marilyn Doherty College of Business 225-771-5191 225-771-5640 marilyn_doherty@subr.edu cob.sbi@gmail.com
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