



## Grade School Summer Camp Registration Letter

It is time to register for Summer Camp 2026! We look forward to providing your child with a great summer of learning and friendship including many fun, hands-on activities. We offer a high-quality program by structuring a camp day with many choices for our children. Our program is designed so children enjoy the feeling of community between our children and teachers. The children will be divided into at least three age-appropriate classrooms with a core group of teachers working with each group.

In this packet you will find documents about our summer program including the schedule and descriptions of each camp week. Please look through these and choose the weeks of camp you would like your child to attend. If you have not used Northminster Learning Center during the 2025-26 school year, you will also need to include a registration fee of \$ 75.00 per family. **Due to the high demand for summer camp, we developed a new registration process. Please visit our website at northminster.us to read it.** (Please be aware that each age group is limited to 25 children per day).

### Items that Need to be Returned to Complete Enrollment:

1. Enrollment Form (including Summer Handbook Agreement, Guidance Policy, & EFT form)
2. A copy of your child's last physical w/ immunizations (if you are a new student or have a new physical)
3. \$75 registration fee if your family has not been enrolled at Northminster during the school year. (no registration fee if registering for 1-2 weeks of camp)
4. If you are a new family, we need a copy of a certified birth certificate.

If you have any questions, please feel free to call us at the Learning Center at 309- 691-6322. Thank you for considering summer programming at Northminster Learning Center for your child.

Sincerely,

Michelle Lundquist, Director & Jessica Stanton, Associate Director  
Northminster Learning Center  
michellel@northminster.us or jessicas@northminster.us

### **Please return enrollment forms to:**

Michelle Lundquist, Director  
Northminster Learning Center  
10720 N. Knoxville Avenue  
Peoria, IL 61615  
michellel@northminster.us

# Northminster Learning Center

## Northminster Presbyterian Church

### 2026 Summer Enrollment Form

Please Print or Type

Office Use Only: Date & time _____  Fee Rcd. _____
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Date \_\_\_\_\_

**Grade in School 2025-2026** (Please circle) PK K 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup>

School Attended \_\_\_\_\_

Child's Name \_\_\_\_\_  
Last First Middle

Nickname (if any) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

1<sup>st</sup> Parent Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

Place of Employment \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_

2<sup>nd</sup> Parent Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Street Address (if different than above) \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

Place of Employment \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Legal Guardian (if other than parent) \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

Place of Employment \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_

## AUTHORIZED PEOPLE THAT MAY PICK UP CHILD

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Is there anyone who is specifically **NOT** authorized to remove your child from our care?

Name \_\_\_\_\_ Relationship \_\_\_\_\_

**Signature of parent/guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

## Medical Information

Child's Physician \_\_\_\_\_ Phone # \_\_\_\_\_

Primary Insurance & Policy # \_\_\_\_\_

Preferred Hospital if any \_\_\_\_\_

Does your child have any special medical needs/concerns? No \_\_\_\_\_ Yes \_\_\_\_\_

Is your child on any medications? No \_\_\_\_\_ Yes \_\_\_\_\_

Does your child have any food allergies or diet restrictions? No \_\_\_\_\_ Yes \_\_\_\_\_

Is your child a vegetarian (does not eat some sort of meat)? No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, what can your child **not** eat? Beef \_\_\_\_\_ Pork \_\_\_\_\_ Chicken \_\_\_\_\_ Other \_\_\_\_\_

**Signature of parent/guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

## **EMERGENCY CONTACT, when parent cannot be reached:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

**Signature of parent/guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

# Consent Form

Child's Name \_\_\_\_\_  
Last First Middle

## **Emergency Medical Care**

In case of emergency medical or first aid care, treatment of illness or accident, I hereby consent to Northminster Learning Center to provide emergency medical care, through a hospital, clinic, and physician or by Northminster Learning Center staff.

**Signature of parent/guardian** \_\_\_\_\_ **Date** \_\_\_\_\_  
=====

## **Permission for Trips and Excursions**

I hereby give consent to Northminster Learning Center for my child to participate in special excursions to places of interest, with the understanding that such trips are under supervision of authorized personnel of the program, and that all possible precautions will be taken to insure the health and safety of my child. In the event there is a field trip off the premises, you will have prior notice.

**Signature of parent/guardian** \_\_\_\_\_ **Date** \_\_\_\_\_  
=====

## **Photographs/Internet**

Northminster Learning Center has my permission to use my child's likeness in photographs, film, video, & NLC's Social Media pages, and the internet for publicity purposes, advertising or for display in the church. I understand that my child's likeness or work will not be labeled with his/her full name.

**Signature of parent/guardian** \_\_\_\_\_ **Date** \_\_\_\_\_  
=====

## **Artwork/Projects**

I hereby give consent to Northminster Learning Center to place my child's artwork/projects on the Northminster web site. I understand the child's first name & age may be included.

**Signature of parent/guardian** \_\_\_\_\_ **Date** \_\_\_\_\_  
=====

## **Payment of Fees**

All fees are due on the 15<sup>th</sup> of the month when your tuition will be paid through EFT. Your payment will be transferred from your bank account or charged to your credit card. If funds are not available in your bank account, a \$25 late fee will be assessed. In the event you fail to pay all charges due within 60 days of our written notice and we must enforce our rights to collect unpaid fees, you must pay all charges, including collection agency fees, attorney fees, court costs, court reporter's fees for depositions and at trial, and others expenses we incur in enforcing our rights. **You are responsible for tuition fees even when you choose not to send your child on previously signed up days (ex. illness, last minute trip etc).**

**Signature of parent/guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

## Guidance Policy

Please read the following policy regarding guidance and behavior. If you agree to the policy, please date, and sign the bottom of the form. This form must be included in your child's enrollment forms.

### Guidance Procedures

Northminster Learning Center's philosophy in addition to the laws of the state of Illinois prohibits physical punishment. We positively guide children's behavior by creating a supportive environment that:

- Focuses on children's strengths.
- Encourages adults to form positive, authentic relationships with children.
- Makes a commitment to supporting child's play.
- Offers plenty of opportunity for children to make meaningful choices.
- Uses re-direction as a guidance technique.
- At times, ignores inappropriate behavior.
- Has a consistent, yet flexible daily schedule.
- Provides for both active and quiet times.
- Uses positive key phrases to guide children's behavior.
- Offers respectful reminders.
- Acknowledges each child's developmental stage.
- Adopts a problem-solving approach to conflict.
- Has age-appropriate expectations.
- Allows expression of feelings and emotions.

We have chosen a few simple rules.

1. Follow safety rules.
2. Listen to your teachers.
3. Help others.

Children are entitled to a pleasant and safe environment in their classroom at Northminster Learning Center. When a child persistently exhibits negative behaviors or functions at a significantly lower developmental level than most children, the environment, schedule, or activity level of the classroom may be a challenge and Northminster Learning Center may not be the best educational placement for the student. All children at Northminster, preschool and above, are involved in the Second Step program that teaches identifying emotions, problem solving skills, and social emotional support. Teachers are also given training on Trauma and other childhood behaviors.

To best serve all children, Northminster Learning Center cannot serve children who display chronically disruptive behavior or children who have been determined to be significantly delayed developmentally. Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores, or disobeys the rules which guide behavior during the school day and program time. Teachers will document these behaviors with a date and description of the situation.

When a child is demonstrating these kinds of behaviors, the parents will be informed to discuss possible solutions to the problem. We will give them information on having a developmental screening in their district and help them get in contact with the appropriate people and services. If it is determined that a different classroom environment would be more appropriate, we will write a behavior transition plan with the parents to be able to smoothly transition the child to a more appropriate environment.

Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_



## Summer Handbook Agreement

I have read and agree to the policies as listed in the 2026 Summer Camp Handbook from Northminster Learning Center. I agree with the summer handbook policies which include payment of tuition, changes in schedule, and the guidance policy. I accept responsibility for following the policies and procedures as described in the handbook. The handbook is found on our website [www.northminster.us](http://www.northminster.us) or you can pick up a copy in the office.

Signature: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Date: \_\_\_\_\_

The Licensing standards are found on our website at [www.northminster.us](http://www.northminster.us)

CFS 581  
Rev. 12/2000

Illinois Department of Children and Family Services

## VERIFICATION OF RECEIPT

I/WE, \_\_\_\_\_

Please Print Name(s)

hereby certify that I/we have parent(s) of:

\_\_\_\_\_

Name(s) of Child(ren)

received a copy of a summary of licensing standards printed by the Illinois Department of Children and Family Services in the Northminster Learning Center enrollment packet.

Signature of Parent (s) \_\_\_\_\_

Date \_\_\_\_\_

**THIS COMPLETED FORM IS TO BE PLACED IN EACH CHILD'S FILE AT THE DAY CARE FACILITY.**

CFS 581

# Summer 2026



**May 26-29 (4 days) Game On:** This week we will get to know new friends by getting our Game On. It is always fun to break the ice with Minute-to Win It games, Board Games, and new group games inside and out. (No field trip- short week)

**June 1-5 Our Big World:** Trees, birds, animals and bugs are all around us. NLC is lucky to have a great outdoor space to explore trees, walk on trails, watch the birds, find bugs, or even watch bugs transform in your own classroom. (Forest Nature Park)

**June 8-12 If I Ran the Farm...:** What kind of animals would be on your farm, llamas, goats, or chickens? Campaign for your favorite animal, make butter, plant carrots, and create some cool corn mazes. (Farm animal visit)

**June 15-19 VBS (Vacation Bible School) *Illumination Station*** is the theme of this year's VBS. In the morning, we will be learning how God is the light of the world. In the afternoon, we will explore bright lights, reflectivity, and shadow play. (no field trip)

**June 22-26 Under Water:** Spend the week living under the ocean and lakes to see what lives there. Learn about fish, plants, and real or mythical creatures lurking about. Create an ocean mural, use children to measure the length of a whale, play sharks and minnows and so much more. (Field Trip Gone fishing or Bass Pro)

**June 29- July2 (4 days) Happy Birthday USA!** We are celebrating 250 years of the USA! Create colorful art using red, white, and blue, use science projects to celebrate with a bang, make a birthday cake, and play some old fashion birthday games. (no field trip- short week)

**July 6-10 Winter Olympics:** Let's celebrate the Winter Olympics in the summer. Create a miniature hockey rink, skate with colorful ice to make a picture, and participate in all kinds of winter games for the gold. (Visit with a figure skater)

**July 13-17 Young Artist:** Do you like to paint, sing, dance, or play music? Show all your artistic talents this week. There is something for everyone as we use the creativity inside. (Talent Show)

**July 20-24 Lego Challenge:** Can you build Lego vehicles to race? Can you make yourself into a minifig? Show off all your brick skills this week and create something magnificent. (*Lego Movie* and popcorn on the big screen)

**July 27- July 31 H<sup>2</sup>Oasis:** Blast away the summer heat with water each day! Play in the sprinklers, paint with watercolors, and predict how fast water evaporates. (Swimming day at Shore Acres for everyone)

**Aug. 3-7 Best of the Best:** Kids choose their favorite activities from summer and do it all over again or they take over and plan all new things for the week. This week kids are in charge! (Kid's choice)

# Summer Camp Selection

\*Summer camp is designed for children who have completed preschool and will be entering Kindergarten in the fall of 2026 through those who completed fifth grade during the 2025-26 school year. Changes in your child's schedule must be made **two weeks in advance.**

***Please circle the weeks your child will be attending:***

<u>Week</u>	<u>Dates</u>	<u>Theme</u>
1	May 26-29	Game On
2	June 1-5	Our Big World
3	June 8-12	If I Ran the Farm...
4	June 15-19	VBS Week- <i>Illumination Station</i>
5	June 22-26	Under Water
6	June 29- July 2	Happy Birthday USA
7	July 6-10	Winter Olympics
8	July 13-17	Young Artist
9	July 20-24	Lego Challenge
10	July 27-31	H <sup>2</sup> Oasis
11	Aug. 3-7	Best of the Best

## Enrollment Options:

Full time enrollment (Monday-Friday with before and after care 7:30 a.m. -5:30 p.m.) \$165/week

Camp with no extended care (Monday –Friday 9:00 a.m.- 4:00 p.m.) \$153/ week

Part-time enrollment (choose at least 3 days per week) \$38/day

*Please circle the days (for part-time students) your child will be attending. Part-time students are encouraged to attend at least 3 days per week.*

Monday

Tuesday

Wednesday

Thursday

Friday

**Northminster Learning Center  
Grade School Camp**



**Example Schedule**

7:30	Learning centers during extended care
8:30	Gross Motor time
9:00	Morning meeting
9:15	Snack
9:45	Project work/ Learning Centers
11:30	Lunch/ Independent Reading
12:30	Gross motor
1:00	Project work/Learning Centers
2:00	Nature Explore
2:45	Godly Play/Devotion
3:00	Snack
3:30	Learning Centers
4:30	Games/ End of the Day

Children are divided into about three age groups depending on enrollment. The above times may be slightly different to accommodate each of the age groups. The maximum group size is about 25 with two teachers.

Notes: (Cost for all field trips and experts is included in your weekly tuition)

\*As much as possible, field trips are scheduled on Tuesdays or Thursdays.

\*\* We typically have water day on Wednesdays at Northminster. Those that just finished 3<sup>rd</sup>-5<sup>th</sup> grades will go to Shore Acres in Chillicothe on Wednesdays.



## **IMPORTANT INFORMATION!**

**Please read thoroughly!**

Dear NLC Families,

You will be billed monthly for the Summer Camp weeks you have signed up for, which we will deduct from your pay source on the 15<sup>th</sup> of the month. **Payments by check or cash will not be accepted unless you wish to pay for the entire summer in advance.**

### **Your two payment options are:**

1. Electronic Funds Transfer (EFT) through your bank account (checking or saving account)
2. Credit or Debit Card payment + 3% credit card fee (Visa, Mastercard or Discover)

Billing weeks begin on Mondays, so if a month has 5 Mondays, you will be billed for 5 weeks in that month. A copy of your invoice will be emailed to you before the 15th of the month. **Remember that we require two-week written notice for all schedule changes.**

\*\*\* If you wish to bring your child to Summer Camp on a day you did not sign up for, you will be assessed an **additional drop-in fee of \$5.00 and** required to pack lunch for your child. If you have any questions or concerns, please don't hesitate to contact me.

Jennifer Loer  
Administrative Assistant  
309-691-6322  
[nlcoffice@northminster.us](mailto:nlcoffice@northminster.us)

Safe. Convenient. Easy.

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

**ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AND CREDIT CARD**

I (we) hereby authorize (business name) Northminster Learning Center, Peoria, IL to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types. \* To cover the cost that Procure charges us to use debit/credit card, we will need to bill your account 3% of the tuition account each month. \*

**COMPLETE ONE SECTION ONLY**

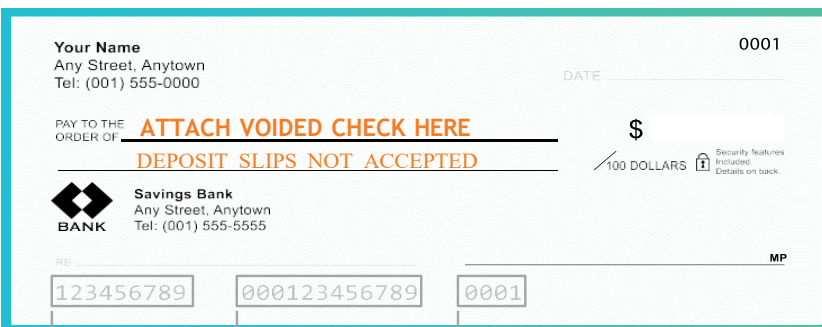
**SECTION A (Credit Card)**

Cardholder Name	Phone #		
Cardholder Address	City	State	Zip
Account Number	Expiration Date	CCV	
Cardholder Signature	Date		

**SECTION B (Bank Account)**

Your Name	Phone #				
Address	City	State	Zip		
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip	
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/>	Checking	<input type="checkbox"/>	Savings

Authorized Signature	Date	_____
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**FOR OFFICIAL USE ONLY**

\_\_\_\_\_

Date Received

\_\_\_\_\_

Employee Signature

800.338.3884 • [procaresoftware.com](http://procaresoftware.com)  
 ROUTING NUMBER      ACCOUNT NUMBER      CHECK NUMBER