



OFFICE USE ONLY:	
Date App Received _____	
Reg Fee _____	CK# _____
Supply Fee _____	CK# _____
Start Date _____	
App (1) _____	Admission (2) _____
ACH (3/4) _____	Schedule/Policies (5-8)

CURRENT STUDENT FORMS

Grade Completed in Spring 2021: _____

Student Information

Last Name: _____ First: _____ Middle: _____ Date of birth: ____/____/____
 Month Day Year

Goes by: _____ Gender: ____M ____F Ethnicity: _____ U.S. Citizen: Yes No (If no, immigration status card is required to be on file in the office)

Street Address where the child resides: _____

City: _____ State: _____ Zip: _____ County: _____

Medical Allergies: _____

Family Information

Father:
 Last Name: _____ First: _____ Lives with child? Yes or No

Phone: _____ Email: _____

Mother:
 Last Name: _____ First: _____ Lives with child? Yes or No

Phone: _____ Email: _____

Summer Camp Permission Slip (Completed K5-6th Grade)

My Child, _____, has permission to ride the Metro Summer Camp program bus. My child may attend all the off-campus activities which are included on the Metro Summer Camp program calendar. I am aware that this may include activities such as swimming, skating, bowling, putt-putt golf, going to the park, and all other field trip activities.

 Parent or Guardian's Signature Date

My child's swimming ability is the following (check one):

Unable to swim Beginner Intermediate Expert

Initial in the box if your child has permission to go off the diving board and swim in the **DEEP-END** of the pool, **IF** he/she passes the pool swimming test.

Initial in the box if your child runs out of the sunscreen you provide that MCA has permission to administer another type of sunscreen to your child.

Admission Agreement

- A. **ADMISSION REQUIREMENTS** – Metro Summer Camp is open to children in grades K5 to 6th. No child shall be excluded on the basis of race, color, national origin, or ancestry. All children should be able to function at or near the level of other children their age.
- B. **ILLNESS** – The health of the children in our summer program is of major importance to us. For this reason, no child will be admitted to Metro Summer Camp with any of the following symptoms: Fever-100° or higher (or has had fever in the last 24 hours), nausea, diarrhea, and/or vomiting, unexplained rash, or drainage from the eyes. Children with strep throat or “pink eye” must be on antibiotics for at least 24 hours before returning to Metro Summer Camp. In cases of head lice, we have a “nit free” policy. Once a child is sent home for head lice, a head exam must be done in the school office before they may return to their group.
- C. **DROP-OFF / PICK-UP** – An adult escort is necessary for the drop-off of children who have completed K5-6th grades. Please drop your child off at the gym. The only people authorized to pick-up your child are the adults on the Transportation Plan, with a sign in/out code. Photo ID should accompany all those picking up children. All children must be signed in/out by an adult on the iPad using their individual code.
- D. **OPERATING HOURS** – Our hours of operation are from 7:00 AM to 6:00 PM. Admission to the building is not allowed before 7:00 AM. If your child is picked up after hours between 6:00 PM – 6:15 PM, there will be a \$15.00 charge per quarter hour. At 6:30 PM, the charge doubles to \$30.00 per quarter hour. This must be paid with your next week’s summer camp payment.
- E. **REGISTRATION FEES** – Registration for the summer program is \$50.00. This fee is waived for those who have already paid a registration fee for fall enrollment at MCA. **OTHER FEES-** \$50.00 Supply Fee. ALL FEES ARE NON-REFUNDABLE.
- F. **IMMUNIZATION** – A current **Tennessee Child Health Record** must be submitted with the registration packet. These forms are health / immunization forms that you can get at either the Health Department or at a Tennessee Pediatrician’s office. If you have recently moved to Tennessee you will have to take your existing shot records to a Tennessee Pediatrician or to the Health Department and have those records transferred to the Tennessee form.
- G. **WEEKLY CHARGES** - Summer patrons have two options for attendance and payment. **Please initial your desired contract.**
1. **Contract I – Full-time – 5 days/week: (\$168/wk)** This option guarantees your spot in Metro Summer Camp for the entire summer (10 weeks). Patrons who have attended or will attend for at least 8 weeks are allowed two weeks (10 days) of free vacation time. A vacation form must be given to the business office prior to your days off in order to receive a vacation credit. Children may not attend summer camp on any day that is to be credited for vacation. All vacation credits will be applied to your account within 2 weeks AFTER the requested vacation date. All full-time patrons may make payments weekly, bi-weekly, or monthly; but they must be made *in advance*.
2. **Contract II – Part-time – 3 days/week (M, W, F ONLY): (\$122/wk)** The part-time option only includes Monday, Wednesday, and Friday of each week. There is no discount if you choose to only come one day during any given week. Your account is charged every Friday according to the contract you choose. VACATION CREDITS: You may designate two weeks as vacation weeks, where your child will not have care and your account will not be charged. (If you have a 3-day contract you will get 6 days of vacation.) All vacation credits will be applied to your account within 2 weeks AFTER the requested vacation date.
- H. **ADDITIONAL FINANCIAL POLICIES** - All weekly fees must be prepaid by the Friday or Monday morning before care begins. All payments may be turned in to the workers at drop-off or pick-up, mailed, or dropped off in the school office. We also have Auto Bank Draft (ACH) available. There is no reduction of fees for the weeks including Memorial Day, Observance of Independence Day, or Inservice Day even though we are closed those days. There is a second child discount available. Ask the office for more details.
- I. **PARENTAL DISCIPLINE INFORMATION/PERMISSION** - Metro Christian Academy believes that proper discipline is necessary for the welfare of the student, as well as the entire summer program. It is impossible for learning and fun to take place unless control and order are maintained. We are committed to maintaining discipline and godly standards for all students who are in our summer program. However, we believe the ultimate responsibility of a child’s discipline belongs to their family. Because attendance at Metro Summer Sensations is a privilege and not a right, any student who does not conform to the standards and regulations of the program may forfeit the privilege to attend Metro Summer Camp. The school may request withdrawal of any student at any time, when in the opinion of the administration that student does not fit the spirit of the summer program. When making decisions concerning discipline problems, the welfare of all the students and families in our program takes precedence over the need of one student.
- I give the principal and teachers of Metro Summer Camp permission to use reasonable classroom discipline. I understand that Metro Christian Academy does not administer corporal punishment; however, I / we (the parent or guardian) will be willing to come to the school to discipline my/ our child if all avenues of classroom discipline have been unsuccessful. I understand that if the school administration feels: (1) that all avenues of discipline have been pursued without improvement, (2) or that my child’s behavior has repeatedly been a major disruption in the summer camp, (3) or that my child has purposefully inflicted bodily harm to a teacher or repeatedly to their classmates, they will be asked to withdraw from the summer program.
- J. **CONSENT** - I hereby authorize you to make whatever inquiries you deem necessary to process this application. I have read and understand the above sections of the Admissions Agreement. I understand that my signature shows that I agree to support the policies listed above.

<p>_____</p> <p>Father’s Signature Date</p> <p>_____</p> <p>Mother’s Signature Date</p>	<p><input type="checkbox"/> Payment Plan (Please check one box)</p> <p><input type="checkbox"/> Full-time Contract I –</p> <p><input type="checkbox"/> 5 days M-F (\$168/wk)</p> <p><input type="checkbox"/> Part-time Contract II –</p> <p><input type="checkbox"/> 3 days M, W, F Only (\$122/wk)</p> <p>All fees are non-refundable</p>
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Metro Christian Academy Summer Camp Automatic Withdrawal Form

Student Name: _____

Parent Name: _____

YES, please enroll me in MCA's summer camp ACH (auto bank draft) program, qualifying me for tuition discounts of \$3/week for full-time in accordance with tuition schedule. (ACH is available for part-time students, however no discount will be applied.)
Complete this form to enroll.

NO, I do not want to use MCA's summer camp ACH (auto bank draft) program.

Completion of the bottom portion is not required unless you are participating in the Automatic Withdrawal payment plan.

Authorization Agreement of Pre-Authorized Payments

I (we) hereby authorize Metro Baptist Church/Metro Baptist Preschool to initiate a debit entry to my checking account indicated below.

Parent Name (as shown on bank account): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Routing No.: _____ Account No.: _____

Initial Use my account that I have signed up for during the 2021-2022 school year.

ATTACH A VOIDED CHECK TO THIS AUTHORIZATION

** Any late pick-up or additional fees will be automatically drafted unless previously paid in office.

This authority is to remain in full force and effect until MBP/MBC has received written notification from me (or either of us) of its termination. This termination notification must be received **10 days prior** to the next scheduled withdraw date. We must also receive the 10-day notice if changing accounts.

DATE: _____

If second signature is required:

NAME: _____
(please print)

NAME: _____
(please print)

SIGNED: _____

SIGNED: _____

Summer Schedule

(Please keep the following pages for your records)

Please note the schedule planned for our summer program including the days we will be closed due to holidays and teacher conferences. Charges each week will be the same even for the days we are closed. You will have 2 weeks of vacation time available to offset the tuition cost for days we are closed or your child is absent for vacation. Your child must be ABSENT to receive the credit. A vacation request form must be turned into the office, and your credit will be applied to your account within TWO WEEKS after the requested date. Current students can check with the office to see how much vacation they have remaining.

Contract I – Full-Time Students 5 Days M-F (10 vacation days)

Contract II – Part-Time Students 3 Days M, W, F ONLY (6 vacation days)

JUNE 2021

S	M	T	W	T	F	S
		<u>1</u>	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	<u>29</u>	30	31

Calendar Notes:

1st Day of Camp: Tuesday, June 1st

Last Day of Camp: Thursday, July 29th

Days summer camp will be **CLOSED**:

- May 31st - Memorial Day
- July 5th - Independence Day Observed
- July 16th - Teacher In-Service

Preschool students will remain on campus during summer camp. Students who have completed kindergarten -6th grade will be participating in the off-campus daily field trips. If your child is entering kindergarten in Fall 2021, he or she will remain on campus.

Summer Camp Communication: The summer camp director is Miss Ashley Patrick. The main way she will communicate during summer camp will be through the Metro Christian Academy Summer Camp Facebook page. If you need to be added to the page, please email her at misspatrick@mcaeagles.com. If you need to contact her immediately, you may reach Miss Patrick by cell at 919.521.2314.

Metro Summer Camp Policies and Procedures 2021

Metro Summer Camp begins on **TUESDAY, JUNE 1ST**. Please, read each of the following summer camp policies and sign to indicate that you have read and agree to support our summer camp policies on the *Admissions Agreement* form on page 2 of the enrollment packet. To start the first day of camp, all paperwork must be completed, your school account cleared, and summer fees paid in order for your child to begin summer camp.

Admission Requirements— Metro Summer Camp is open to children in grades K5 to 6th. No child shall be excluded on the basis of race, color, national origin, or ancestry. All children should be able to function at or near the level of other children their age.

Illness Policy— The health of the children in our summer program is of major importance to us. For this reason, no child will be admitted to Summer Camp with any of the following symptoms: Fever of 100 degrees or higher (or has had fever in the last 24 hours), signs of nausea, diarrhea, and/or vomiting, unexplained rash, or drainage from the eyes. Children with strep throat or pink eye must be on antibiotics for at least 24 hours before returning to Summer Camp. In cases of head lice, we have a “nit free” policy. Once a child is sent home for head lice, a head exam must be done in the school office before they may return to the group.

Drop-Off/Pick-Up— An adult escort is necessary for the drop off of children who have completed K5-6th grades. Please drop your child off at the gym. The only people authorized to pick up your child are the adults on the Transportation Plan with a sign in/out code. Photo ID should accompany all those picking up children. All children must be signed in/out by an adult on the iPad using THEIR INDIVIDUAL CODE meaning no codes can be shared by different family members.

Operating Hours— Our hours of operation are from **7:00am to 6:00pm**. Admission to the building is not allowed before 7am. If your child is picked up after hours between 6:00pm-6:15pm, there will be a \$15.00 charge per quarter hour. At 6:30pm, the charge doubles to \$30.00 per quarter hour. This must be paid with your next week’s summer camp payment.

Financial Policies— All weekly fees must be prepaid by the Friday or Monday morning before care begins. All payments may be turned into the office, to the workers at drop-off or pick-up, or mailed. We also have Auto Bank Draft (ACH) available. There is no reduction of fees for the weeks including Memorial Day or Independence Day though we are closed those days. All vacation credits will be applied to your account within 2 weeks **AFTER** the requested vacation date. The policy for the summer camp program is that no one may attend camp until **the previous school bill has been paid in full**. We will need all payments to remain current throughout the summer in order for your child to continue in our program. **You will be asked to not send your child to summer camp if your account becomes more than one week behind.**

Parental Discipline Information/Permission— Metro Christian Academy believes that proper discipline is necessary for the welfare of the student as well as the entire summer program. It is impossible for learning and fun to take place unless control and order are maintained. We are committed to maintaining discipline and Godly standards for all students who are in our summer program. However, we believe the ultimate responsibility of a child’s discipline belongs to their family. Because

attendance at Metro Summer Camp is a privilege and not a right, any student who does not conform to the standards and regulations of the program may forfeit the privilege to attend Metro Summer Camp. The school may request withdrawal of any student at any time, when in the opinion of administration that student does not fit in the spirit of the summer program. When making decisions concerning discipline problems, the welfare of all the students and families in our program takes precedence over the need of one student. I understand that Metro Christian Academy does not administer corporal punishment; however, I/we (the parent/guardian) will be willing to come to the school to discipline my/our child if all avenues of classroom discipline have been unsuccessful. I understand that if the school administration feels: (1) that all avenues of discipline have been pursued without improvement, (2) or that my child's behavior has repeatedly been a major disruption in the summer camp, (3) or that my child has purposefully inflicted bodily harm to a teacher or repeatedly to their classmates, they will be asked to withdraw from the summer program. You have agreed to the above statements with a signature upon Metro Summer Camp enrollment.

Bus Departure— The students grades K5-6th must be checked in by **8:30 am**. We are scheduled to leave for the away activities at **9:00 am**. You will have a calendar of events to know which days these are in advance. **It is imperative that your child be here by the time the bus leaves.** When scheduling days you need to pick up early, please check the activities calendar as some of our summer activities have us arriving back at school in the middle of the afternoon.

Dress Code— We suggest play clothes that will not be a problem if they become soiled. We do a lot of playing in summer camp! We do ask that shorts and other summer wear be modest. Short-shorts, halter tops, or tops that show the abdomen are **NOT** acceptable. Please, see the swim section for swimwear dress code. We require tennis shoes during all days excluding swim days (open backed/slip-on shoes can be worn on pool days). **We would like for each child to bring a complete change of clothes to keep at school for emergency purposes.**

Toys and Personal Belongings— It is best not to bring toys to summer camp unless for a specified activity. **The school, preschool, church, or staff of Metro Summer Camp will not be responsible for any lost or broken belongings that your child brings to camp.** Special or expensive items including electronics should be left at home.

Money at Camp— Your tuition provides lunch, a morning snack, and an afternoon snack for your child. We do recommend bringing an extra water bottle daily. Here are some guidelines for sending money with your child to camp:

1. Don't send large amounts of money with a child to camp.
2. Children are not allowed to borrow or give money to other students without written parental permission.
3. Please have a zip-lock bag with your child's name on it to turn into the teacher at the beginning of the day.

Swim Day— We will have two water days each week. Please have your child wear his or her swimsuit under their clothes on swim days. Your child will also need to **bring sunscreen** for your child to apply before getting wet. Also bring a change of clothes, a beach towel, and flip-flop style shoes which can be taken off and on easily at the pool. **On days when there is bad weather, please send your child as if they were still going swimming.** This will not be determined until that specific day.

Swim Day Dress Code: A one-piece swimsuit is preferred for girls; however, they may wear a two-piece swimsuit as long as they cover the same areas that a regular one-piece swimsuit would cover. Girls that wear a two-piece swimsuit will need to wear a t-shirt or tank top over their swimsuit during summer camp attendance.

Discipline at Summer Camp— In order to have fun and maintain a calm atmosphere during our summer camp program, discipline is necessary. The basic summer camp rules are as follows:

1. Follow directions the first time.
2. Wait for your turn to talk when in a group or when instructions are being given.
3. Keep hands, feet, and objects to yourself.
4. Be kind and use good manners.
5. Walk and speak quietly when inside buildings.

Summer camp workers will use the normal, age-appropriate classroom methods of maintaining order with each age group. Some of these methods include time out, laps during sporting activities or free play times, separation of children that are having conflict, time out with another age group, and time out in the office. If all avenues of classroom discipline have been pursued and the child continues to have trouble with behavior, then the administration will require that a student miss an away activity of the administration's choosing. The student will sit in the office while the other children are at the away activity. If problems with behavior continue after missing an activity, a parent will be required to come to the school office and discipline their child.

Should a student continue to have problems after all avenues of discipline have been used or had continuous severe episodes of behavioral problems, the student will be required to withdraw from the summer camp program. The following are examples (but not all inclusive) of reasons a child would be dismissed from Metro Summer Camp:

1. Severe discipline problems that continue after multiple attempts by MCA staff and the parent to help the child improve.
2. A child whose parents are repeatedly unwilling or unable to come to the school to discipline or who does not support the summer camp by disciplining their child when there have been problems at summer camp.
3. A child whose behavior interrupts the summer camp to the point that the group which they are with is no longer able to continue an activity because of their behavior.
4. A child that intentionally and repeatedly harms his or her classmates or a teacher.
5. Non-payment of the summer camp tuition for an extended period of time.

When making decisions concerning discipline problems, the welfare of ALL students and their families in our program takes precedence over the needs of ONE student.

We are looking forward to a great summer, and we hope you are too! Please sign the *Admission Agreement* form to indicate you have read and agree to support these policies. If you have any questions, do not hesitate to give me a call.

Sincerely,

Cyndi Augustin

Preschool Director/Principal

615.859.1184 ext.121