



OFFICE USE ONLY:	
Date App Received _____	
Reg Fee _____	CK# _____
Supply Fee _____	CK# _____
Start Date _____	
App (1) _____	Admission (2) _____
Trans (3) _____	Med Release (4) _____
ACH (5/6) _____	Schedule/Policies (7-10) _____

Grade Completed in Spring 2020: _____

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: _____

Elementary school your child attended in 2019-2020: _____ Grade Completed: _____

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: _____

Who is the legal guardian of the student? _____ If there is a parenting plan, please list the information that would apply to pick-up and drop-off. A copy of the court papers must be on file for us to enforce the plan. Metro Christian Academy **will not** enforce restrictions on a parent or legal guardian without current court papers provided.

Sibling (s)	(1.) _____	Age _____	Grade _____	At Metro? Y or N
	(2.) _____	Age _____	Grade _____	At Metro? Y or N

Church Attending: _____ Pastor: _____

Frequency of Attendance (Circle One): 1-2 times per week 1-2 times per month 1-2 times per year

Summer Camp Permission Slip (Completed 1st-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

Transportation Plan

Please list all children to whom this form applies. Children with a different plan must be on a separate form.

Name (First & Last): _____	Birthdate: _____
Name (First & Last): _____	Birthdate: _____
Name (First & Last): _____	Birthdate: _____
Name (First & Last): _____	Birthdate: _____

Legal Custody Cases and Pick-Up Restrictions

Please, be aware that in the case of legal divorce or custody issues, we **must** have a copy of the legal custody papers/parenting plan in the child's file in order to enforce them. Please, indicate in the following blanks any parent, relative, or other adult that may **NOT** pick up your child per these documents.

Person prohibited from picking up child: _____

**Admin
Initials**

Is the legal documentation provided to us? Y or N

If there is joint custody or a visitation plan, please explain the arrangement in relation to pick-up:

Metro Christian Academy requires parents to have on file, for each child at the school, a list of designating adults allowed to pick up your child. This list will be used to verify who may and may not be allowed to pick up your child from the school. Persons on the transportation list that pick up a child may be required to show a Photo ID. In an emergency, a note signed by a custodial parent that designates someone other than the persons listed on the transportation form to pick up a child will be accepted. In joint or pending custody cases both parents must sign or give permission for alternate pick-up plans. **Please Note:** Metro Baptist Preschool and MCA employees will notify authorities if the administration feels that a parent or guardian may place the child(ren) they are seeking to pick up at immediate risk. (Example: If a parent appears intoxicated and is driving the vehicle the child(ren) are to leave in.) If any person other than a parent arrives to pick-up the child(ren) and it appears that they may place the child(ren) at risk, the child(ren) will be held and a parent notified and asked to make an alternate pick-up arrangement.

Emergency name and number to call if we are unable to reach parents: _____

Please include both parents' names when applicable.

Name Please include parent name(s)	Relationship	Check one of these 3 columns			Phone Number
		At Any Time	Only with Permission	Per Visitation Plan	
1.	Father				
2.	Mother				
3.					
4.					
5.					
6.					
7.					
8.					

If "At Any Time" is checked, a drop off/pick up code will be given to that person to pick up your student.

I designate the above adults to pick up my child. _____
Parent's Signature Required
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.

Medical Release for Emergency Situations

To Whom It May Concern:

As a parent and/or guardian, I do herewith authorize Metro Christian Academy and their representatives to secure any medical treatment necessary that, if delayed, may endanger my child's life, cause disfigurement, physical impairment, or undue discomfort. I will in no way hold Metro Christian Academy responsible in the event of an accident that may harm my child. This release form is completed and signed of my own free will with the sole purpose of authorizing medical treatment under emergency circumstances in my absence.

1st Student's Name

Child's Name

List known allergies (bee sting, medication, etc.)

List current medications

2nd Student's Name

Child's Name

List known allergies (bee sting, medication, etc.)

List current medications

3rd Student's Name

Child's Name

List known allergies (bee sting, medication, etc.)

List current medications

4th Student's Name

Child's Name

List known allergies (bee sting, medication, etc.)

List current medications

Parents' Names: _____

Father's Employer: _____ Work #: _____ Cell #: _____

Mother's Employer: _____ Work #: _____ Cell #: _____

Insurance Company: _____

Policy #: _____

Group #: _____

Authorized Signature: _____

Relationship to Student: _____

Notarized by: _____
(NOTARY AVAILABLE IN THE SCHOOL OFFICE)

Date: _____

Expiration Date: _____

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.

Name (on bank account): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Routing No.: _____ Account No.: _____

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 2-weeks prior to next scheduled draw date.

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 (10 vacation days)
Contract II – Part-Time Students 3 Days (6 vacation days)

MAY 2020

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	<u>26</u>	27	28	29	30
31						

JUNE 2020

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	29	30				

JULY 2020

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	<u>24</u>	25
26	27	28	29	30	31	

Calendar Notes:

1st Day of Camp: Tuesday, May 26th

Last Day of Camp: Friday, July 24th

Days summer camp will be **CLOSED**:

- May 25th- Memorial Day
- July 3rd- Independence Day Observed
- July 17th- Teacher In-Service

Preschool and kindergarten students will remain on campus during summer camp. Students who have completed 1st grade - 6th grade will be participating in the off-campus daily field trips. If your child is entering 1st grade in Fall 2020, he or she will remain on campus.

Metro Summer Camp Policies and Procedures 2020

Metro Summer Camp begins on **TUESDAY, MAY 26th**. 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 1st-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. There are optional snacks available for purchase in the afternoon only. 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 swim 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 going to the pool. 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.** On bad weather days, the students may go swimming at the indoor pool in Gallatin. 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 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