



**OFFICE USE ONLY:**

Date App Received \_\_\_\_\_

Reg Fee \_\_\_\_\_ Pmt \_\_\_\_\_

Supply Fee \_\_\_\_\_ Pmt \_\_\_\_\_

App (1) \_\_\_\_\_ Admission (2) \_\_\_\_\_

Trans (3) \_\_\_\_\_ Med Release (4) \_\_\_\_\_

ACH (5) \_\_\_\_\_ Schedule/Policies (*parents keep*)

*New Student Only:* BirthCert \_\_\_\_\_ Shot Record \_\_\_\_\_

**Student Grade Completed in Spring 2026:** \_\_\_\_\_

Select one of the following:

MCA Student (enrolled for Fall 2026)

Summer Student (enrolled for summer camp only)

**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)

Medical Allergies: \_\_\_\_\_ T-Shirt Size: \_\_\_\_\_

Street Address where the child resides: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Elementary school your child attended in 2025-2026: \_\_\_\_\_

**Family Information**

**Father:**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Lives with child? Yes or No

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Mother:**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Lives with child? Yes or No

Primary 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 on the transportation plan. 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 K5-5<sup>th</sup> 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, going to the park, and all other field trip activities. *Activities are subject to change.*

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date



**Transportation Plan – Summer 2026**

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 and 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(s) prohibited from picking up child: \_\_\_\_\_

**ADMIN ONLY (Cyndi Augustin):** Is the legal documentation provided to us? Yes \_\_\_ No \_\_\_ **Admin Initials:** \_\_\_\_\_

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

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Metro Christian Academy requires parents to have on file, for each child at the school, a list designating adults allowed to pick up your child. No minors will be allowed to pick up a child from our care (excluding siblings). 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.

**Please Note:** If an MBP or MCA employee feels that the person who comes to pick up may place the child(ren) at risk, we will notify someone else on the pick-up list and wait until that person comes to safely pick up the child(ren).  
(Example: If a parent appears intoxicated and is driving the vehicle the child(ren) is to leave in, the child(ren) will be held until other pick-up arrangements are made.)

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.	<b>Father</b>				
2.	<b>Mother</b>				
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*

**ALL CHANGES MUST BE MADE IN PERSON ON THE ORIGINAL TRANSPORTATION PLAN IN THE OFFICE.**

My child(ren)'s swimming ability is the following (place CHILD(REN) NAME(S) in box):

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. Child's Name(s): \_\_\_\_\_

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

Students who completed kindergarten Spring 2026 are ineligible to attend pool field trips.

### Medical Release for Emergency Situations – Summer 2026

#### 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 the above mentioned or Metro Baptist Church and/or Ministries responsible for care sought in the event of an accident that has harmed 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.

#### Name of Minor(s)

1<sup>st</sup> Student's Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Grade Entering: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Known Allergies: \_\_\_\_\_ Current Medications: \_\_\_\_\_

Current Health, Physical, or Emotional Problems: \_\_\_\_\_

2<sup>nd</sup> Student's Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Grade Entering: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Known Allergies: \_\_\_\_\_ Current Medications: \_\_\_\_\_

Current Health, Physical, or Emotional Problems: \_\_\_\_\_

3<sup>rd</sup> Student's Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Grade Entering: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Known Allergies: \_\_\_\_\_ Current Medications: \_\_\_\_\_

Current Health, Physical, or Emotional Problems: \_\_\_\_\_

#### Father's Information

Father's Name: \_\_\_\_\_

Cell #: \_\_\_\_\_

Father's Address: \_\_\_\_\_

Employer: \_\_\_\_\_

Work #: \_\_\_\_\_

#### Mother's Information

Mother's Name: \_\_\_\_\_

Cell #: \_\_\_\_\_

Mother's Address (if different from father): \_\_\_\_\_

Employer: \_\_\_\_\_

Work #: \_\_\_\_\_

#### Insurance Information (REQUIRED)

Insurance Company: \_\_\_\_\_ Plan: \_\_\_\_\_ Group #: \_\_\_\_\_

In the event of an emergency and a parent/guardian cannot be reached, what action should be taken?

Call EMS & take to closest hospital (Skyline)  Use preferred hospital (name): \_\_\_\_\_

Child(ren)'s Doctor: \_\_\_\_\_ Child(ren)'s Dentist: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Notarized by: \_\_\_\_\_

(NOTARY AVAILABLE IN THE SCHOOL OFFICE)

Today's date: \_\_\_\_\_

**Metro Christian Academy Summer Camp Automatic Withdrawal Form (ACH) – Summer 2026**

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

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

**YES**, enroll me in MCA's Summer Camp ACH (auto bank draft) program. Drafts will settle weekly on Mondays, with an initiation date up to two business days prior. Payment cannot be stopped once the draft is initiated. \$200 drafted weekly.

**NO**, I plan to pay in full by May 20, 2026 with cash, check, or card (extra 3% fee with debit/credit card.)  
9 weeks @\$200 weekly = \$1,800 (If you plan to use the five vacation days, the total for 8 weeks is \$1,600.)

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**Completion of the bottom portion is required to enroll in automatic payments.**

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**Authorization Agreement of Pre-Authorized Payments**

I (we) hereby authorize Metro Baptist Church/Metro Christian Academy 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 #: \_\_\_\_\_ Account #: \_\_\_\_\_

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\*\*\* Any late pick-up or additional fees will be automatically drafted the following Monday. \*\*\*

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This authority is to remain in full force and effect until MCA/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: \_\_\_\_\_

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**ATTACH A VOIDED CHECK HERE**

*or a bank document showing the billing name, routing, and account number*

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## Summer Schedule 2026

(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 1 week of vacation time (5 days) 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 **prior** to the vacation, and your credit will be applied to your account within TWO WEEKS after the requested date.

**Early withdrawal penalty:** Two-week, written notice is required upon withdrawal of your camper. Tuition will be charged for the two-week period.

### MAY/JUNE 2026

S	M	T	W	T	F	S
	25	26	27	28	29	
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	

### JULY 2026

S	M	T	W	T	F	S
	29	30	1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	

Calendar Notes:

**1<sup>st</sup> Day of Camp: Tuesday, May 26<sup>th</sup>**

**Last Day of Camp: Friday, July 24<sup>th</sup>**

Days summer camp will be **CLOSED**:

- May 25<sup>th</sup> - Memorial Day
- July 3<sup>rd</sup> - Independence Day
- July 17<sup>th</sup> - Teacher In-Service

Preschool students will remain on campus during summer camp. Students who have completed kindergarten to 5<sup>th</sup> grade will be participating in the off-campus daily field trips.

***Note: Students who completed kindergarten Spring 2026 are ineligible to attend pool field trips.***

**Summer Camp Communication:** The summer camp director is Ashley Patrick. The main way she will communicate during summer camp will be through the Summer Camp Facebook page. On Facebook, search *Metro Christian Academy Summer Camp* and send a request to join. If you need help being added to the page, please email [misspatrick@mcaeagles.com](mailto:misspatrick@mcaeagles.com). We limit the Facebook group to parents and legal guardians only. Please do not add any additional family members to the summer camp group. If you need to contact Miss Patrick immediately, you may reach her by cell at 919.521.2314. For general questions, you can email [metro@mcaeagles.com](mailto:metro@mcaeagles.com).

## Metro Summer Camp Policies and Procedures 2026

Metro Summer Camp begins on **TUESDAY, MAY 26<sup>th</sup>**. 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 of the enrollment packet. To start the first day of camp, all paperwork must be completed, birth certificate and shot record on file, 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 5<sup>th</sup>. 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 is of major importance to us. For this reason, no child should attend Metro Summer Camp with any of the following symptoms: Fever of 100° or higher (must be fever free without medication for 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 camp. In cases of head lice, we have a “nit free” policy. Once a case of head lice is reported, a head exam must be done in the school office before a student may return. We refer to the most up-to-date CDC recommendations in establishing our policies regarding Covid-19.

**Drop-Off/Pick-Up**— An adult escort is necessary for the drop-off of children who have completed K5-5<sup>th</sup> 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.**

**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 – 6:30 PM, there will be a \$25.00 charge per quarter hour. At 6:30 PM, the charge doubles to \$50.00 per quarter hour. This must be paid with your next week’s summer camp payment.

**Financial Policies**— **All families must register for weekly auto-draft payments and keep the account current.** If your auto-draft is declined due to insufficient funds, we will automatically draft two weeks of care plus the NSF fee the following Monday. If the second draft is declined, you will be expected to bring your account current with a cash or money order payment by Friday the same week. If the account is not brought current within this time, your student will be asked to withdraw. *Exception:* If you would like to pay the summer in full, you may do so with a cash, check, or card payment

by May 20, 2026. 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. If you have two or more children enrolled in MCA Summer Camp (excludes preschool), there is a second child discount of \$20 off per week.

**Bus Departure**— The K5-5<sup>th</sup> students 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. Campers will not be accepted into our program at an away activity if they arrive late. Students will not be accepted after 9:00 AM** unless there is a doctor or dentist appointment from that morning, and you have notified Miss Patrick ahead of time. When scheduling days for early pick up, please check the activities calendar as some of our summer activities have campers 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.** All personal items must be labeled.

**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. Do not 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 who 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.**

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. You have agreed to the above statements with a signature upon Metro Summer Camp enrollment.

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**  
Principal  
mrsaugustin@mcaeagles.com  
615.859.1184 ext.121