***Marlton Christian Academy***

***June 24***

***-***

***August 16, 2019***



**MCA Summer Adventure Camp**

**2019 Camp Rates**

# Summer Camp Program runs June 24 – August 16

* Summer Camp is available for children ages **2 to 6 years old (Completed K).**
* All tuition is due two weeks in advance. See tuition schedule below.
* All students attending the full 8 weeks of summer camp are extended a courtesy of one full week vacation (Monday – Friday) at no charge. There is no discount for subsequent vacation or sick days. A Vacation Notification Form must be completed before June 7th, in order to receive this courtesy.
* Please notify us at the time of registration if you need to pick-up after 5:30pm.
* MCA is closed on Thursday, July 4 in observance of Independence Day.

**Registration/Activity Fees are non-refundable and due at time of application by Fri. May 1, 2019.**

**Registration Fee:** One Child - $65 Family - $120 **Activity Fee:** Per Child - $90

**Tuition Payment Schedule –** Tuition is duetwo weeks in advance. Please follow the tuition schedule below.

* **Friday, June 7 covers weeks of 6/24 & 7/1**
* **Friday, July 5 covers weeks of 7/8 & 7/15**
* **Friday, July 19 covers weeks of 7/22 & 7/29**
* **Friday, August 2 covers weeks of 8/5 & 8/12**

## Bi-Weekly Rates

***Rates for 2 ½ to 6 years old***

**7:30am – 5:30pm** 1 Child 2 Children

Five (5) Days …………..…………….$425.00……….………$786.25

Four (4) Days ………………………..$340.00……………….$629.00

Three (3) Days (M,W,F)………….$255.00…..…….……..$471.75

Two (2) Days (Tu, Th)…………....$170.00……………….$314.50

**8am – 1pm** 1 Child 2 Children

Five (5) Days………………………… $365.00……………...$675.25

Four (4) Days ………………………..$292.00……………....$540.20

Three (3) Days (M,W,F)……........$219.00...………....….$405.15

Two (2) Days (Tu, Th)……….......$146.00..……………..$270.10

***Rates for 2 to 2 ½ year old (based on 1 child)***

 **7:30am -5:30pm 8:00am- 1:00pm**

Five (5) Days …………..…………..$475.00……….….………$415.00

Four (4) Days ………………………$380.00………………….$332.00

Three (3) Days (M,W,F)………..$285.00…..……....……...$249.00

Two (2) Days (Tu, Th)………….$190.00……………….….$166.00

**Regular Schedules are: Irregular Schedules have additional fees:**

 **Same Scheduled Hours/Day**   **Varied Scheduled Hours/Day - $10.00 bi-weekly fee**

1. **day (Tuesday, Thursday) 8 AM to 1 PM - $30.00 bi-weekly fee**
2. **day (Monday, Wednesday, Friday) 7:30 AM to 5:30 PM - $50.00 bi-weekly fee**

 **5 day (Full week)** \*Extended Care by Request (based on availability)

**MCA Summer Adventure Camp**

**Policies and Procedures**

**Dear Parents,**

**Welcome to Marlton Christian Academy’s summer program! We are so pleased you have selected our Summer Adventure Program. We look forward to serving your family this summer. Please know that my door is always open for questions, concerns and prayer.**

**Sincerely,**

**Miriam Wegner**

**MCA- Director**

###  Tuition

**Summer Camp tuition is paid in 4 bi-weekly payments – June 7, July 5, July 19, August 2.**

**You will receive a courtesy reminder; however, it is your responsibility to follow the above tuition payment schedule. If the tuition is not received on the dates listed above, a late fee of $15 will incur. Failure to pay tuition within one week of the due date will make your child ineligible to participate in the summer program. Must sign-up for the full 8 weeks of summer camp or 1 consecutive month at a time.**

**Payment-** Payment in the form of a check or cash must be placed in the MCA wall box located next to the office above the sign in sheets. Place your child’s name on the memo line of your check and on the outside of the envelope of a cash payment. All correspondence for the director or secretary should be placed in the MCA mail box.

**Accounting Fees**

**Late pick-up –** Half Day students **-** $1 per minute up to the full day rate is charged after 1pm. Full Day students - $15 for 1 to 30 minutes after closing.

**Return check fee -** $25

**Summer Camp Program/ Vacation Policy –** Summer Camp is an eight-week program. Only one week of vacation (Monday—Friday) is refunded per family throughout the summer. There are no discounts or refunds for additional vacation or sick days. All requests must be submitted by June 7or at time of registration to be eligible for this courtesy. Vacation credits are a courtesy for families that sign up to attend the full eight-week program.

**Withdrawal of Student** **–** MCA requires two weeks written notice of your child’s last day. **Therefore, we assume that MCA will receive a minimum of two weeks tuition after we receive your notice of withdrawal based on the current schedule.**

**MCA engages a staff based upon the number of children enrolled. Therefore, we cannot give refunds for days in which your child is absent.**

### Illness & Medical Emergencies

For the protection of all children, your child should be kept at home when ill. We cannot accept children at school if they show any of the following symptoms: an oral temperature of 100, diarrhea or vomiting, a skin rash lasting more than one day, a discharge from eyes or ears, excessive coughing or any other unusual symptoms. **Children must be fever-free for 24hrs before returning to school. A doctor’s note is needed to return to school if your child is diagnosed with a contagious disease such as; strep throat, pinworms, viral infections, infected ears, eyes or glands, measles, mumps, chicken pox, scarlet fever, head lice, etc.**

### Policy on Release of Children

Children are released only to their parents and those authorized by the parents on their application. If a parent has been denied access to a child by a court order, that document must be maintained on our files.

### Things to Bring

* Lunch o Lunches - should be labeled and placed in the lunch bins located in your child’s classroom.

**Microwave/ refrigeration service is not available.**

▪ **Your child needs to bring his or her lunch every camp day he or she attends. Please label all of your child’s belongings.**

* + **WATER –In order to ensure that children are well hydrated, we ask that you provide a water bottle each day. Please place your child’s name on the bottle and place it in their cubby each day. We recommend an insulated bottle or a bottle with ice to keep it cool throughout the day.**
* Clothing o Hat (should be kept at the school), sunscreen and bug spray **(applied before arrival to camp)**. Full day students please fill out the ***Sun Block Permission*** ***Form*** so that sunscreen can be applied in the afternoon. (Please label your child’s sunblock.)
	+ Bathing suit – Every Wednesday our students will be getting wet. Please have your child wear their suit to school under their clothing.
		- * Each child will need a towel & an extra change of clothing placed in a bag labeled with your child’s name on the outside.
			* **Please Note: On swim days there will be a bin placed outside your child’s classroom for their towels as well as their change of clothes. EVERYTHING MUST BE LABELED & PLACED IN A LABELED BAG!**
* **SNEAKERS ONLY** – The children are participating in many activities where they are running. For their protection it is imperative that they wear sneakers to school each day - no flip flops please**. Students who are not wearing sneakers may have to sit out on certain activities**.
* Smock or Old Shirt for art class

**Full Day Student Rest Period –** All 2 & 3 year old students will nap daily. Older students will have a rest/movie period daily. Please provide a Crib size sheet and small blanket for your child’s cot. These items need to be labeled and laundered weekly

Marlton Christian Academy Summer Adventure Camp 2019

625 E. Main Street \* Marlton, NJ 08053

856.596.5304 mcaschools.org

 **MCA Summer Application - Camp Dates: June 24 – August 16, 2019**

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nickname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sex: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Potty-trained(Y/N) \_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please check your desired schedule & hours as well as indicate your estimated drop-off and pick-up times.**

**\_\_\_ 5 Day (M – F) \_\_\_ 3 Day (M, W, F) \_\_\_2 Day (Tu, Th)**

**\_\_\_ Half Day – 8am to 1pm \_\_\_ Full Day – 7:30am to 5:30pm \_\_\_\_My child will be attending all 8 weeks**

**Drop-off Time:\_\_\_\_\_\_\_ Pick-up Time:\_\_\_\_\_\_\_\_**

**\_\_\_ \* I need a 6pm Pick-up (Availability based on enrollment)**

**My child’s Family:**

**Father or Guardian (Circle One)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ext.\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mother or Guardian (Circle One)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ext.\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Family Information-**Parents are:

Living Together: \_\_\_\_\_\_ Living Apart: \_\_\_\_\_\_ Divorced: \_\_\_\_\_\_

**Pediatrician:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Allergies:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Food Restrictions:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact:** Every attempt will be made to contact the parents first in case of an emergency. All students must have a place available to go to in the event they are ill and must leave school.

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Release Statement**: The following adults, including the above contacts have permission to pick up my child from MCA. I understand that my child will not be released to anyone unless special arrangements are made beforehand by written permission or telephone. Custody papers, legal guardianship, and restraining orders must be submitted by law to MCA.

Marlton Christian Academy admits students of any race, color, and nationality or ethnic group. By signing this form, you release Marlton Christian Academy, Marlton Assembly of God Church and the employees of those organizations of liability in the event of accident or injury while your child attends classes or other activities sponsored by Marlton Christian Academy.

**Other Adults who may pick up my child from MCA:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **-turn over-**

**Permission Forms**

#### Photo Permission

Throughout our school year, pictures/videos may be taken of your child. These are intended for classroom use, projects and parent gifts. They may also be displayed throughout the building and for school advertising (ex. Brochures, fliers, or school and social media).

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby give permission to Marlton Christian Academy for photographs or videos to be taken of my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . I understand that they will be used in the above described manner.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian Signature Date

####  Sun Block Permission Form

If you would like sun block put on your child at Marlton Christian Academy Aftercare, please:

1. Put sun block on your child prior to bringing them to school.
2. Label your child’s sun block with their complete name.
3. Leave the labeled sun block in the office.
4. Leave the signed form with the teacher.

We will place sun block on your child in the afternoon, after rest time is over.

I give my permission for Marlton Christian Academy to place sun block, that I have provided, on my child in the afternoon.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name Parent/Guardian Signature Date

# MCA Summer Adventure Camp 2019

**Vacation Notification Form**

All students attending the full 8 weeks of summer camp are extended a courtesy of one full week vacation (**Monday-Friday**) at no charge.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vacation Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Note: There are no discounts for subsequent vacation or sick days beyond the courtesy of one full week. **A Vacation Notification Form must be completed before June 7, in order to receive this courtesy. If you need to make any changes, please notify the office before June 7, or we will be unable to accommodate the change.**

Parents Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date: \_\_\_\_\_\_\_\_\_\_