

SUMMER CAMP 2025 RESERVATION FORM

Student Name: _____ Age (as of 6/1/25) _____ T-Shirt Size: _____

Current school: Manhattan Academy ___ Other _____ Entering Grade (2025) _____

Parent contact name: _____ Daytime phone: _____

Street Address: _____

City/State/Zip: _____

Email Address: _____

Please indicate the Camp Program desired:

- Half Day** (Toddlers: 9:00 a.m. - 11:30 a.m., Primary Transition & Primary &: 9:00 a.m. – 12:00 p.m.)
- Full Day** (Toddlers, Primary Transition & Primary: 9:00 a.m. - 2:30 p.m., Infants, UP & Elementary: 9:00 a.m. – 3:00 p.m.)
- Extended** (Toddlers, Primary Transition, and Primary: Until 6:00 p.m., Infants, UP & Elementary: Until 6:00 p.m.)
*Additional \$60 per week for Extended Care

Please indicate the weeks desired:

<input type="checkbox"/> Week 1, June 16-20 (No Camp 6/19)	<input type="checkbox"/> Week 5, July 14-18	<input type="checkbox"/> Week 9, August 11-15
<input type="checkbox"/> Week 2, June 23-27	<input type="checkbox"/> Week 6, July 21-25	<input type="checkbox"/> Week 10, August 18-21 (No Camp 8/22)
<input type="checkbox"/> Week 3 June 30-July 3 (No Camp 7/4)	<input type="checkbox"/> Week 7, July 28-August 1	
<input type="checkbox"/> Week 4, July 7-11	<input type="checkbox"/> Week 8, August 4-8	

Tuition will be debited via ACH on June 9, 2025 (for weeks 1-5) and July 7, 2025 (for weeks 6-10).

I agree to abide by the Tuition Schedule as outlined above and in the Summer 2025 brochure. I have attached a check or money order in the amount of \$125 (per child) to cover insurance and administrative fees. Should summer attendance be canceled, the registration and/or camp fees will NOT be applied towards the 2025-2026 school year tuition and it will not be refunded.

Parent/guardian signature Date signed

OFFICE USE ONLY

Date Registration Form received: _____ \$125 fee: _____ Cash _____ Money order _____ Check, # _____

___ Field Trip Release ___ Swim Liability

___ Emergency Contact form _____ Medical Release form _____ Allergy/EQ form _____ Illness/meds form

MANHATTAN ACADEMY admits students without regard to race, color, national origin, ancestry, sex, gender identity, religion or creed. **MANHATTAN ACADEMY** reserves the right to modify this agreement at any time by giving the payer a written 30-day notice of modification. All arrangements for change of services must be made in writing and approved by the administration.

Admission Forms: Emergency Contact, Medical Release, and all other required forms will be emailed with the confirmation packet. Forms must be submitted before the child's first day of Camp. For children attending Manhattan Academy during the 2024-2025 school year, those forms will be deemed acceptable for the 2025 summer program. All students must submit the signed Reservation Form/Agreement before the child's first day of Camp.

Tuition & Fees: All tuition payments & fees are **non-refundable** and must be made regardless of sick days, holidays, vacations, unplanned public health emergencies or natural disaster-related closure, or withdrawal. A \$125 NON-REFUNDABLE Registration Fee is due with this form to reserve a space. Registration closes May 16, 2025. There is a 2-week minimum. You will be invoiced at the beginning of summer camp. Camp fees are due by the due date indicated and must be made in advance.

Late Charges: A \$5.00 per day late fee will be assessed on all late tuitions.

Returned Check Fee: There is a \$25.00 charge for any returned check or ACH debit for non-sufficient funds. Payments in the future may be required to be cash, money order or cashier's check.

Acceptable Forms of Payment: Tuition must be paid via ACH Debits. Only the registration fee due upon enrollment may be paid by cash or check.

Automatic Clearing House (ACH) Debit: In order to enroll for automatic debiting, an authorization form must be completed and submitted 30 days before the month withdrawals will begin taking place. The withdrawals are scheduled to take place on June 6, 2025 (for weeks 1-5) and July 7, 2025 (for weeks 6-10). Only tuition will be debited. All other fees must be paid separately by cash or check.

Absences/School Closures: Tuition payments, registration fees, and all other fees are **non-refundable** regardless of vacation, holidays, sick days, school closure days, public health emergency or natural disaster-related closure or withdrawal.

Credit and Refund Policy: All tuition and fees are non-refundable. There will be no credits or refunds for absenteeism of any kind. An absence of a week without notification may forfeit your child's spot and your deposit.

Siblings: Manhattan Academy offers a 5% discount, on the lesser tuition for two or more (2+) siblings enrolled in the same week. In the case of siblings enrolled at Manhattan Academy, the administration may elect to treat the various contractual obligations relating to the enrollment of the sibling as a single obligation. In case of default on one sibling's enrollment contract, Manhattan Academy may pursue dismissal or other remedies against the other enrolled sibling(s).

Contract Termination or Withdrawal: Manhattan Academy reserves the right to withdraw any child from the roster due to physical damage, verbal harassment, or any other action(s) by a parent or child that proves disruptive to the effective operation of the school. The cost to repair damages to the school by a child or parent will be billed to the parent or guardian and/or deducted from the security deposit paid by the child's parent/guardian.

Program Changes: Any changes to your child's program must be made in writing and as noted here: **Weeks 1-5 by May 16, 2025, and Weeks 6-10 by June 20, 2025.**

Changes made after these dates will be subject to full tuition. Schedule changes are subject to a \$35 fee per change (first change free). No additional charges for adding weeks; however, space availability must be confirmed by the school administration. Refunds will not be issued for summer camp, nor may summer camp fees be applied to the 2025-2026 school year.

Late Pick-Up Fee: For half-day and full-day programs, there is a \$2/minute late fee per child for students not picked up within 15 minutes after dismissal time. There is no grace period after 6:00 p.m., with a \$25 charge for the first 15 minutes and \$2 a minute thereafter.

Daily Sign-In/Out Compliance (Infants / Toddler / Preschool): State Licensing requires the adult person dropping off and/or picking your child up from school to sign the child in and/or out, with a full signature (initials are not adequate), every day your child attends school. Failing to comply will result in a \$5 fee per missing signature.

Rights of the Licensing Agency (Infants / Toddlers / Preschool): The State of California Department of Licensing Agency has inspection authority to enter and inspect a facility without advance notice. The Department has the authority to interview children or staff and to inspect and audit child or school records without prior consent (Section 101200). Per state law, parents/guardians must have completed all the required forms before attending Manhattan Academy. Please notify Manhattan Academy in writing immediately if changes are made to any of the information you provided the school. Manhattan Academy reserves the right to refuse service to anyone.

School-to-Home Communication: All communication between the Administration and the school's families is done via email, phone, Brightwheel mobile app, or flyers sent home in each child's backpack. You must submit your email address and cell phone number to the school office during enrollment. It is your responsibility to read all correspondence by Manhattan Academy to make sure you are aware of all school happenings, announcements, reminders, news, etc. Emergency-related messages will be relayed via email, text, Brightwheel mobile app, and/or telephone.

Staff and Parent/Guardian Relationship: Manhattan Academy staff members are not permitted to provide services, such as but not limited to, tutoring, carpooling, and babysitting outside of school-sponsored activities. Further, this policy prohibits staff and parents from the following: 1) socializing outside of school-related events and activities and 2) befriending one another on social media sites such as, but not limited to, Facebook and Instagram.

Child's Photo: I permit my child's photograph and video to be used for publicity purposes for Manhattan Academy, including but not limited to Facebook and any other social media and marketing materials in print.

Immunizations: To enroll, a child must provide proof of all required immunizations. The school must be notified of all immunization updates during the child's enrollment. Without proof of immunizations, a child may not attend school unless a medical exemption is provided, in writing, by the parent and physician.

Swim: I acknowledge that while every effort can be made to create a safe pool environment, swimming can be hazardous. I agree to hold Manhattan Academy harmless for any injury that may occur to my child.

Consent for Medical Treatment: In case of an emergency, Manhattan Academy and consultant physicians are permitted to treat my child, carry out essential diagnostic procedures, and make necessary referrals to private physicians or another community facility as indicated.

Student Allergies/Asthma/Other: If a child requires an inhaler, EpiPen, or other medication to control an allergy or other medical condition, the family must provide a written plan from the child's physician to include the following information: Name of child, name of medication, dosage, and instructions on how to administer the medication correctly. The family must provide 2 duplicates of the medication, one for the office and one for the Emergency Backpack, along with the plan.

Student Privacy: Personal information regarding each student is confidential and will be discussed with only the child's parent(s) or legal guardian(s). If there is an altercation between two or more children at the school, the names and identities of the children involved will be kept confidential. Only information regarding your child will be discussed with you.

Agreement Modification: Manhattan Academy reserves the right to modify this agreement at any time by giving the payer a written 30-day notice of modification. All arrangements for change of services must be made in writing and approved by the Administration.

Default: If any action at law or equity, including an action for declaratory relief, is brought to enforce or interpret the provision of this agreement, the prevailing party shall be entitled to recover actual attorney's fees, which may be determined in court in the same action or in a separate action brought for that purpose.

I have read and fully understand this two (2) page Financial Agreement and have made a copy for my records. If English is not my first language, someone I trust has fully explained the agreement to me and all contained herein. I agree to pay all outstanding balances at the time of withdrawal, or the account will be referred to a collection agency, Small Claims Court, or legal counsel.

Parent Name _____ Parent's Signature _____ Date _____