

- **Children Served and Hours of Operation**

Maracas Montessori summer camp program serves children from 15 months old to 8 years old. Maracas Montessori receives children from 8:00am to 5:30pm, Monday to Friday. Half, extended and full day schedules are available (except of 6 to 8 years old).

- **Registration**

If your child is new to Maracas, please schedule a time for your camper to meet the administration before submitting paperwork and payment. Returning and new students should download and complete the application on our website and bring it to the office along with the corresponding payment (50% of the total tuition) to reserve your child's slot. The remaining 50% is due the first day that a camper attends.

- **Tuition Rates**

Registration prices from 2/3/2020-6/1/2020: Half-day tuition costs \$200 per week. Extended day tuition costs \$250 per week. Full day tuition costs \$360 per week. There is a first sibling discount of 3%. There is a discount of 3% for attending all 7 weeks and this credit will be issued in the 7<sup>th</sup> week of camp. *For any parents who **register after June 1<sup>st</sup> 2020**, half day tuition increases to \$245 per week, extended day tuition increases to \$300 per week, and full day tuition increases to \$410 per week.*

- **Cancellations**

If a cancellation request is made **prior to June 1<sup>st</sup> 2020**, a \$15.00 fee per weekly session of camp that is cancelled will be charged from the total refund. No refunds will be issued after this date.

- **Authorized Pick-Up**

A child will not be released to a person who is not listed on the child's application unless written notification is received before pick-up (Notification via e-mail or telephone cannot be accepted.).

- **Sickness and Administering Medication**

Children must be free of fever (temperature below 101°F), vomit, and diarrhea for 24 hours without medication before returning to the school. Any child who shows signs of illness should not be sent to the school. Maracas reserves the right to return a child home if he or she shows any abnormal physical condition or behavior. The school is able to dispense medication **ONLY** with written permission from the parent, a physician, or other authorized health professional. A special form will be provided for such. By law it is to the school's prerogative to refuse to administer any medication. Maracas cannot accept any expired medication, diaper rash cream, sunscreen, bug repellent, etc. Aerosol sunscreen or bug repellent cannot be kept at the school.

- **Incidents / Accidents**

The staff will fill out a form describing any incidents and/or accidents, and parents need to acknowledge the event by signing the form and returning it to the school. In the case of an emergency, the following will be notified in this order: 911, parents, and/or emergency contacts listed on the application form, including the child's physician.

- **Safe Arrival and Departure – Carpool**

Do not leave any children unattended inside or outside of your vehicle in the parking lot. All children are to be taken into the school premises and/or out of the school premises by an adult (school staff or

parent). Please follow the carpool line-up parallel to the building at drop-off and pick-up times. Do not leave your vehicle unattended in the carpool line. If you need to come into the building please park towards the street. Please be aware during carpool times you shall only enter the parking lot through Ray Rd. and exit through Strickland Rd. (***NO LEFT TURN IS PERMITTED*** by traffic law when exiting; the school cannot be held responsible for any traffic incident that might occur on this respect).

- **Daily items to include in your camper's bag**

Parents should send their child with a *labeled* reusable water bottle, lunch, and snack each day that he or she attends camp. Lunches should be healthy; please do not send candy, soda, chocolate, etc. Please send a labeled change of clothes in your child's bag along with a reusable cloth bag (not plastic) to keep extra clothing at school. Lip balm, hand sanitizer, bug repellent, sunscreen, vitamins and medication *cannot* be kept in a child's bag.

- **Sunscreen and insect repellent**

Sunscreen and insect repellent can be applied throughout the school day for any child who stays past 12:30pm if the proper forms and unexpired products are kept on file at the office. The school asks that all parents apply sunscreen and bug spray for their children before drop-off in the morning since children will spend a lot of time outdoors.

- **Emergencies during summer camp**

Contact information for all campers (email addresses and phone numbers) will be entered into our database with One Call Now, an automated notification system. Parents will be contacted through text message and email via One Call Now in the event of inclement weather or an emergency. Please make sure your family's contact information is always up-to-date on your child's summer camp application.

- **Late Pick-Up**

We appreciate your punctuality in picking up your children. In the event of late pick-up a fee will be issued. Specifically during the first 15 minutes late (1-15 minutes) parents will be charged an initial \$10 fee. During the second 15-minute slot (16-30 minutes) there will be an additional \$15 late fee (total \$25). For the third 15-minute slot (31-45 minutes and so on) there will be an additional \$25 late fee.

- **Inclement Weather**

Closings or delayed schedules will be issued in accordance with decisions made by Wake County Public School System, aired on WRAL and NBC 17. Maracas will post information on its webpage ([www.maracasmontessori.com](http://www.maracasmontessori.com)), its Facebook page (Maracas Montessori) and its Twitter (@MaracasMontesso) account in the case of a schedule change or closing.

- **Tobacco free and weapon free campus**

Maracas Montessori maintains a tobacco free and weapon free campus. Smoking and weapons are not permitted anywhere on the property.

- **Abuse and Neglect**

The school is required by law to report to the Department of Social Services Protective Service Unit any and all signs of abuse and neglect.