



Edna Manley College
of the Visual and Performing Arts

SUMMER PROGRAMME

JULY 3 - 28, 2017

ARTSCOPE

AGE 12 - 18 YEARS

Please (√) one VISUAL ARTS DANCE DRAMA MUSIC

NAME OF CHILD/WARD:

ADDRESS:

Sex: Male [] Female []

Date of Birth:Age:

Nationality:.....

NAME OF PARENTS/GUARDIANS:.....

ADDRESS..... TELEPHONE:

EMAIL:.....

Please indicate ILLNESS (ES):

| | | | | | |
|------------------|-----|---------------|-----|------------------------------------|-----|
| Rheumatic Fever | [] | Asthma | [] | Epilepsy | [] |
| Nervous Disorder | [] | Allergies | [] | Diabetes | [] |
| Mental Disorders | [] | Heart Disease | [] | Other Learning/Physical disability | [] |

If other, please state _____

Medicines or Foods allergic to:

.....

I need campus Housing Yes No From: _____ to _____

(For overseas students 17 years and over)

IN CASE OF EMERGENCY WHO SHOULD WE CONTACT

NAME:

ADDRESS:

FAMILY DOCTOR:

ADDRESS:

I CERTIFY THAT ALL INFORMATION GIVEN ON THIS FORM IS COMPLETE AND CORRECT.

PARENT/GUARDIAN SIGNATURE:

DATE:

FULL NAME OF PERSONS ALLOWED TO PICKUP THE CHILD:

1.
2.
3.

Please turn over

ALL FEES are to be paid in advance accompanied by a payment voucher provided by the College, payable at any Bank of Nova Scotia Jamaica Limited.

All major debit and credit cards (excluding Key Card) are accepted by the College. Application Forms and payment vouchers are available at the School of Continuing Education and Allied Programmes.

ALL FEES ARE NON-REFUNDABLE AFTER THE 1ST WEEK OF SUMMER SCHOOL.

Aftercare Service

Please be advised that the College provides an aftercare service from 3:00 p.m. – 5:00 p.m. during summer school at a cost of \$300. Thereafter, this service attracts an additional charge of \$300 per hour or part thereof. This fee is payable at the end of each day, once your child goes into Aftercare.

Rules and Regulations

- Children who are not collected by 3:00 p.m. will be placed in the Aftercare programme.
- Parents/Guardians must announce themselves to the attendant when collecting your child(ren)/ward(s) and sign the register at the aftercare centre.
- The Aftercare closes at 5:00 p.m. Every effort must be made to pick up your child on time. Failure to do so will attract a penalty of \$300 per hour or part thereof and this must be paid on the same day.
- No child/ward will be allowed to wait outside on the school grounds.
- Please mark clearly and visibly all your child(ren)/ward(s)'s belongings with their name and surname.
- Marked lost property will be given to your child/ward and unmarked items will be handed over to the Office of the School of Continuing Education & Allied Programme.

General Rules

1. No littering of the Aftercare Centre
2. Do not vandalise or destroy College property. Parent(s)/Guardian(s) will be asked to replace or repair any College property vandalised or destroyed.
3. Do not disrespect and disobey the attendant in charge.
4. Stealing will not be tolerated.
5. Hurting other children will not be tolerated.
6. No dangerous gadgets, toys and other paraphernalia are allowed. The College will not take responsibility for replacing or repairing such items.
7. Children are only allowed in authorized areas.
8. No playing or socialising allowed in the toilets.
9. Children are not allowed in the College's buildings during aftercare.
10. All first aid is to be dealt with by the aftercare staff.
11. All problems arising at the Aftercare Centre must be reported to the Director, SCEAP.

The rules apply to all the children, and no exception will be made for individuals.

Please feel free to contact us at 754-8830-1/4 or 619-EDNA (3362) should you have any questions or queries.

The services of a nurse are available at the college for any injuries and other minor medical conditions. The college will not take responsibility for the purchase of medical prescriptions in the case of medical treatment at a doctor's office where accidents or injuries occur on the campus.

It is imperative that parents complete the section of the application form that inquires about illnesses.

.....
Signature of Parent/Guardian

.....
Date

.....
Witness

.....
Date

