



Edna Manley College
of the Visual and Performing Arts

SUMMER SCHOOL 2023

July 3 – 28, 2023 – 10:00am – 4:00pm

ARTSCOPE

(Ages 12 – 18 years)

Please (✓) one ☐ VISUAL ARTS ☐ DANCE ☐ DRAMA ☐ MUSIC
Option 1- Drawing and Painting
Option 2 – Ceramics and Sculpting
Option 3 – Fashion Design and Jewelry
Option 1- Piano Track
Option 2- Vocal Track
Option 3- Pop Band Track

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: TELEPHONE:

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

Methods of Payment

- The EMCVPA bank voucher
- E-Banking - Scotia Bank 6 Oxford Road, Kingston - Ac# 114014
- EMCVPA Department of Finance and Accounts (closes at 3:00pm daily)
- **Card Transactions ONLY.** Office of the SCEAP 8:30 am – 4:00 pm Mondays - Fridays

All major debit and credit cards (excluding Key Card) are accepted by the College.

Refund Policy

All request for refund must be made at least three days prior to the start of Summer School and the completed prescribed form submitted.

No refund claim will be facilitated once Summer School has begun. (Only in the cases of grave illnesses and other forms of emergencies will consideration be given. This request however can only be made in the first week of Summer School)

Care Centre Service

Please be advised that the College provides a Care Centre service from 4:30 p.m. – 6:00 p.m. during Summer School at a cost of \$500. Thereafter, this service attracts an additional charge of \$300 per hour or part thereof. This fee is payable at the point of pick up from the Care Centre each day.

Children must be collected by 4:30 p.m. If not, they will be sent to the Care Centre and the above mentioned applies.

Medical Services

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.

Please complete the section of the application form that speaks to illnesses.

CODE OF CONDUCT

Each child is expected to:

- Respect the rights of other members of the College community.
- Respect the property of the College and other members of the College community.
- Respect the facilities, equipment, and programs of the College.
- Refrain from actions that endanger the health, welfare, or safety of other members of the College community.
- Comply with all College, federal, state and local laws, rules, and regulations.

Important to Note

- Children can only be picked up by one of the listed individuals.
- Parents/Guardians must introduce themselves to the attendant when collecting their child(ren)/ward(s) and sign the register provided. If the child is leaving on his/her own, then he/she must sign the register.
- Loitering is not allowed when Summer School ends each day.
- Children are only allowed in authorized areas. Socialising is accepted in all general spaces not in bathrooms, secluded spaces nor in areas out of bounds.
- Please mark clearly and visibly all your child(ren)/ward(s)’s belongings with their name and surname.
- A lost and found station will be set up in each School and items can be collected from the relevant coordinators.

Violation of the code of conduct includes, but is not limited to the following:

- Theft, alteration, damage to, or unauthorized possession or use of College property or another person’s property.
- Obstruction or disruption of College classes, business, or activities.
- Conduct in violation of College rules and regulations
- Physical, verbal, or sexual assault, harassment, or threat to another member of the College community.
- Behavior that endangers the health, welfare, safety of a College community member or behavior that endangers the safety of oneself.
- Use of The College’s Computer network for illegal or commercial activities.
- Use of the College’s Computer facilities for inappropriate purpose.
- Use of College computer facilities to gain unauthorized access to computing facilities of other industries, organizations, or individuals.
- Possession, use, sale, or transfer of Narcotics without medical authorization.
- False reporting of an emergency on College property.
- Failure to promptly comply with any lawful requests of the College’s staff.
- Violation of College “STRICLY NO” policy regarding the possession or consumption of alcoholic beverages.

THE RULES APPLY TO ALL CHILDREN, AND NO EXCEPTION WILL BE MADE FOR INDIVIDUALS.

.....
Signature of Parent/Guardian

.....
Date

.....
Witness

.....
Date