



Edna Manley College
of the Visual and Performing Arts

SUMMER SCHOOL 2026

July 6- 31, 2026 – 9:00 A.M. – 2:00 P.M.

KALEIDOSCOPE

(Ages 4-11 years)

STUDENT INFORMATION

NAME OF CHILD/WARD:

ADDRESS:.....

Sex: Male [] Female [] Date of Birth:..... Age:

Nationality:..... COUPON CODE:.....

PARENT INFORMATION

NAME OF PARENTS/GUARDIANS:.....

ADDRESS:.....

TELEPHONE:.....

EMAIL:.....

Please indicate **ILLNESS (ES)**:

Rheumatic Fever	[]	Asthma	[]	Epilepsy	[]	Autism	[]
Anxiety Disorders	[]	Allergies	[]	Diabetes	[]	ADHD	[]
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:

PICK UP INFORMATION

FULL NAME OF PERSONS ALLOWED TO PICKUP YOUR CHILD/DREN:

1.
2.

METHODS OF PAYMENT

E-Banking - Scotia Bank 6 Oxford Road, Kingston - Ac# 114014, EMCVPA Department of Finance and Accounts (closes at 3:00 P.M. daily) **SCEAP OFFICE - Card Transactions ONLY.** Office of the SCEAP 8:30 A.M. – 4:00 P.M. (Mondays – Fridays) **All major debit and credit cards (excluding Key Card) are accepted by the College. Fees are subject to change without notice**

REFUND & WINDRAWAL POLICY

Refund requests must be submitted at least three (3) days prior to the start of the programme. No refunds will be provided once the programme has begun, except in cases of grave illness or emergency, subject to approval. This request, however, can only be made in the first week of summer school **Students who cease attending classes without formally notifying the College in writing will be deemed to have withdrawn without notice. Such students forfeit their registration and are not entitled to a refund under the Colleges refund policy. Re-enrolment in a subsequent semester will require a new application, approval, and payment of applicable fees.**

CANCELLATION

Any course can be cancelled due to insufficient enrollment or other unforeseen circumstances. All applicants will be notified and refunded where applicable without penalty however, the school may consider delaying the start of the class for two (2) weeks to allow for additional registration of students for course.

CARE CENTRE SERVICE

- Please be advised that the College provides a Care Centre service from 3:00 P.M. – 6:00 P.M. during Summer School at a cost of \$600. 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 who are not collected by 3:00 PM will be sent to the Care Centre whether their parents subscribed to the service or not. Please note that once your child has been sent to the Care Centre, the applicable fees are charged to that child’s account.

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 on the form overleaf 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.
- Refrain from actions that endanger the health, welfare, or safety of any member of the College community, including yourself.
- Comply with all applicable laws of Jamaica as well as College rules, policies, 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. Socializing is accepted in all general spaces except for bathrooms, secluded spaces or in areas designated as “Out of Bounds”;
- Please mark clearly and visibly all your child(ren)/ward(s)’s belongings with their full name;
- 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 College computer facilities to gain unauthorized access to computing facilities of other industries, organizations, or individuals.
- 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.

Copyright Disclaimer

The College reserves the right to use students’ likeness in a photograph, video, or other digital media (“photo”) in any and all its promotions, publications, including web-based publications, without payment or other consideration.

I, _____, have read and understood the copyright disclaimer issued by the EMCVPA and agree to abide by the terms set forth by the Institution.

.....
Signature of Parent/Guardian

.....
Date

.....
Witness

.....
Date