

SUMMER ACADEMY REGISTRATION INFORMATION

Registrations are accepted on a first-come, first-serve basis. You may register by phone or online. To register in person, complete the registration form and bring to the appropriate location. **Registration will be available at 1010 W. Milham (Community Education Center) site before Friday, June 15 and after Monday, August 13. From June 25 to August 8, you may register in person at 12th Street Elementary, 6501 S. 12th Street. We are closed June 18 – 22, July 4 and August 9 & 10.** Registrations are taken M-F from 8:00 a.m. – 4:00 p.m. Once we have received your original registration form, you are welcome to add academies over the phone and online. We accept cash, check, VISA, Mastercard and Discover. To register online visit www.ppscomm.ed.org. Please be sure to complete your child's profile as completely as possible before starting the registration process. **REGISTRATION CANNOT BE COMPLETED UNLESS ALL REQUIRED FIELDS HAVE BEEN FILLED IN.** If you bypass required information, you will receive an error message when you try to complete the transaction.

Confirmations are not mailed out for the Academy Program. If you provide an email address in your profile, you will receive a confirmation via email each time you register for a program. Plan to arrive at the scheduled time unless otherwise contacted. No spots will be held without payment.

A one time non-refundable \$8.00 registration fee will be charged to all participants at the time of initial registration. The registration fee includes a Curious Kids t-shirt to be worn while attending the academy program. Additional t-shirts may be purchased for \$8.00 each. For those who register by mail or online, t-shirts may be picked up anytime or on the first day of attendance. Students registering in person will receive their t-shirts at the time of registration.

PLEASE NOTE: Academy participants are registered by class codes – please be sure to double check codes when filling out the registration form, especially if the academy meets on more than one date. Your child will be enrolled in the academies according to codes written on the registration form.

Online registration will close 24 hours prior to the scheduled academy. Registration may still be available by phone or in person.

IMPORTANT GENERAL INFORMATION Please Read Carefully!

Please note a change in locations this year! Some academies will be held at 1010 W. Milham (Curious Kids – Milham) but most will be held at 12th Street Elementary, 6501 S. 12th Street. Please refer to each individual academy description to find the correct location.

To be eligible to participate in the Curious Kids Summer Academy Program, **a student must be six years of age or have completed a full year of kindergarten.** When an academy reaches maximum enrollment, no others will be accepted for that date. To avoid disappointment, you are encouraged to enroll early.

The Curious Kids Summer Academy Program of Portage Public Schools is a non-profit program. Fees assessed for academies are used for salaries of instructors, counselors, and other expenses connected with the program. It is necessary, therefore, that a minimum number of people enroll in each academy. If enrollment is not sufficient, it may be necessary to cancel the academy or combine it with another academy. If an academy is cancelled due to insufficient enrollment, you will be notified before the beginning date. Come at your registered time unless otherwise contacted.

In extreme cases of inappropriate behavior, the Curious Kids Program may decline enrollment for future academies. If this should occur, any money collected for academies in which the child is unable to participate will be refunded.

NOTE: Please be aware that half-day academies do not include lunch unless specifically stated in the description. If you need child care before and/or after academies, arrangements with the School Age Child Care Program need to be made at least 2 days in advance.

CURIOUS KIDS

SUMMER ACADEMY

ages 6-adult



EARLY DROP-OFF & LATE PICK-UP

Children should not be dropped off for an Academy earlier than 10 minutes before the academy is scheduled to begin. Children found in the building at inappropriate times will be taken to the Child Care program where parents will be responsible to pay for services. Please make plans to have your child picked up at the scheduled arrival time. If you are late in picking up your child from an academy, efforts are made to call you. The Academy Counselors will follow your instruction on the registration form as to:

1. Taking your child to the Curious Kids Child Care Program where:
 - a. Your child has been pre-registered
 - b. Your child is not pre-registered and a fee of \$5.00 per every 15 minute period your child is here will be charged.**These fees are due at time of pick-up.**
2. Leaving your child in the lobby to wait for you unsupervised.

Occasionally, due to traffic and/or road construction, our vans run behind schedule. If we will be more than ½ hour late, all efforts are made to notify parents.

WHAT TO BRING

Lunches and snacks are provided to students on all full-day academies. Participants are welcome to bring their own snack lunch should they not wish to eat the provided one. Please mark the sack with your child's name. Children may bring a backpack or book bag containing items to keep them occupied while traveling. Due to academy schedules, time is not always planned to visit souvenir shops.

SPECIAL NEEDS: If your child has developmental or physical limitations, please contact Sue Haroldson at 323-6764 or Tammy Karmon-Hoffman at 323-6765, prior to enrollment in an academy. We will attempt to address your request depending upon the specific academy arrangements.

WRAP AROUND CHILD CARE

Child Care services are available before and/or after academies, BUT NEED TO BE SET UP IN ADVANCE. Our child care for academy days only requires you to complete a special "Academy Only" registration form and to pay a \$10.00 registration fee. The hourly Wrap

Around Child Care fee is \$3.25 per hour. Once completed, your child may attend our child care program on any day that they have an academy scheduled. By doing so, you can drop your child off in the morning; they can attend the academy, have lunch with us, and participate in structured, fun activities until you pick them up. Forms are available in the Academy Office or in the Parent Resource Room. This program is only available on days that the children are enrolled in academies. Call 323-6764 for more information.

PARENTAL INVOLVEMENT

Parents are welcome to attend as a regular participant, paying the regular enrollment fee.

SCHOLARSHIPS

Scholarships are available to families who qualify. The same federal guidelines used to determine eligibility for free or reduced lunches will be applied. Scholarship applications may be picked up at the Curious Kids Office. All applications should be turned in to the Curious Kids Office at least 24 hours prior to the Academy. The \$8.00 registration fee is NOT COVERED by scholarship funds.

REFUNDS / INCLEMENT WEATHER

In the event of inclement weather, every precaution will be taken to insure the safety of the children. Whenever possible, ACADEMIES WILL "GO" RAIN OR SHINE. Students are encouraged to come appropriately dressed for the weather conditions. Refunds will be made if: 1) an enrolled student cancels with FIVE business days of the scheduled academy, 2) it is necessary to cancel an academy due to insufficient enrollment, or 3) adverse weather conditions exist, or other unforeseen circumstances occur. We may attempt to schedule indoor events in place of outdoor events if there is inclement weather. An adjustment in academy fees could be made, if this is the case. Your understanding in this matter is appreciated.

A \$10.00 processing fee will be charged for each refund transaction made when the refund is initiated by the client. No processing fee will be charged when an academy is cancelled due to weather or low enrollment.

CURIOUS KIDS

ages 6-adult

SUMMER ACADEMY REGISTRATION FORM

To register in person: Complete the front and back of the registration form and deliver with fees to 1010 W. Milham before June 15 and after August 13. Between June 25 and August 8 you may deliver registrations to 6501 S. 12th Street. We accept cash, check (to Portage Public Schools), VISA, Mastercard, Discover and American Express.

Register online at www.ppscommmed.org

A one-time, non-refundable \$8.00 registration fee is charged to all participants.
The registration fee includes a t-shirt to wear while attending.

One form per person – Be sure to complete the front AND back

Student Name _____ Male _____ Female _____
Age (Last Birthday) _____ Last Grade Completed _____ Birthdate ____/____/____
Address _____ City _____ Zip _____
Home Phone _____ Cell Phone _____
Emergency Contact Name _____ Phone _____
Allergies _____
Family Physician _____ Phone _____
Mother's Name _____ Phone _____ Work _____
Father's Name _____ Phone _____ Work _____
Email address _____

Check one:

In the event that I am late in picking up my child from an academy, I would like:
(choose one)

- my child to be taken to the Curious Kids Child Care Program where I am registered.
 my child to be taken to the Curious Kids Child Care Program where I am not registered but am willing to pay the accrued fees (\$5.00/15 minute period).
 my child to be left in the lobby at PCEC/CK without adult supervision.

I do / do not give permission for my child to ride in the front seat of the Portage Public Schools 8-passenger van.

Please list any special needs or limitations that your child may have: _____

Credit Card Visa MasterCard Discover American Express CID Card Code _____
Credit Card Number _____ Exp. Date _____

