

Enrollment Procedures - **NEW info!**

To enroll a participant in a program, complete the registration form, including emergency medical permission, and return with course fees to Brookfield Academy. Full payment is due with the registration. Payment must be received in full in order for a student to be processed as students will not be permitted to attend classes without fees paid in full. Most class sizes are limited; sign up early to guarantee a spot. All registrations will be confirmed shortly after the registration form is processed.

Brookfield Academy will accept cash or check with a completed registration form. Or, families may register online with a credit card payment (VISA or Mastercard). See www.brookfieldacademy.org to register online.

Register students for the grade level they will enter in fall 2010.

Attendance

If a student is not able to attend a Summer Program class on any given day, please call to inform the program coordinator (262-783-3200). The safety of students is a high priority and notifying the school of an absence will prevent unnecessary searching for students and making phone calls home.

First Day Procedures - **NEW info!**

Students should check-in at Patriots Hall before reporting directly to the location of their first class or sports camp. T-shirts will be handed out at this time. Discovery Camp participants should go directly to Founders Hall to receive their t-shirt and get checked-in with the teacher. Classroom locations will be posted in Patriots Hall as well as in each building's office. As a convenience, teachers and staff members will be available in hallways to help students find classrooms.

Pick Up/ Drop Off

Please drop off and pick up students next to a sidewalk curb. For safety, students are instructed to remain curbside until their ride has reached them. Please refrain from dropping off students before 8:45 am (unless enrolled in the Narnia pro-gram) as teachers and coaches are not available for supervision until that time. If students do arrive before 8:45 am, they will be directed into our Narnia program. If this occurs, a bill will be sent home to the family for the Narnia supervision time. Brookfield Academy is not liable for the safety of students who are dropped off outside of Summer Days hours of operation.

If a student rides a bike or walks to and from the Summer Days program, please provide signed parental permission in writing to the Summer Days program coordinator.

Dress

Dress is casual. Please dress appropriately for outdoor activities. It is important that students wear sturdy shoes. Each Summer Days participant will receive a free T-shirt on his or her first day with us. T-shirts may be worn to all summer classes/camps.

Lunch & Snacks

Students need to bring their own snacks and bag lunches. Milk and juice will be provided for Discovery Camp. If a student stays for after care in our Narnia program, please provide an extra snack and/or drink for your child.

Behavior

We expect each girl and boy to contribute to the safe and supportive learning environment established at Brookfield Academy. Any inappropriate behavior will necessitate a private conference with the participant and, when necessary, with his or her parent. If a solution cannot be reached, the student will be required to withdraw from the Summer Program, with no refund.

Before & After Care - **NEW info!**

A day care program, called Narnia, is available on our campus June 14-July 2 and July 12-23 from 7:30 am-9 am and 3:30 pm-5:30 pm. Advance registration is required. Students who arrive for class before 8:45 am will be registered into the Narnia program and the family billed for the service. As well, any child not picked up by 3:45 pm will be enrolled in the Narnia program and the family charged for the service. Our Narnia program will take place in the lunch room of Patriots Hall, except for the week of June 14-19. For that week only, Narnia will be held in Founders Hall.

Dependent Care Expenses

Payment(s) for before- and after-program care, as well as many of the summer camp and course offerings, may be eligible dependent care expenses for tax purposes. Parents are advised to review their own employer-sponsored benefit plan descriptions and enrollment material for specific information or to consult with their personal tax advisor.

Refund/Change Class Policy

Brookfield Academy reserves the right to close classes with full enrollment and to cancel classes with insufficient enrollment (although we will try our best to avoid doing so). In the event a class is closed or canceled, participants will receive a full refund. Refund checks will be issued in July and August.

Students who voluntarily withdraw from the program within two days of the class start date will receive a full refund, less a \$50

Summer Days General Information

Carolyn Nowacki

Summer Program Coordinator
carolyn.nowacki@brookfieldacademy.org

262-783-3200

brookfieldacademy.org



administrative fee. The \$50 administrative fee may be applied to another Summer Program offering. If a student voluntarily withdraws after the first two days of the class start date, no refund will be issued. Course fee refunds may not be carried over to the following year. There is no pro-rated adjustment of class and camp fees based on the number of days attended.

There is a \$10 fee to change a class or camp after the second day past the course start date.

Insurance

Brookfield Academy does not carry medical or hospital insurance for injuries or illness a participant may sustain in our Summer Program. Parents of children participating in Brookfield Academy-sponsored activities must provide their own insurance and assume the risks of all injuries or accidents.

Illness - **NEW info!**

Brookfield Academy has the right to call parents and ask that their child be picked up from classes due to an illness. Refunds will not be issued based on missed class due to illness.

Keep at Home

Please do not bring any items from home such as cell phones, games, toys, iPods, or trading cards unless instructed to do so by a teacher. Students may use school phones if they need to call home. Brookfield Academy is not responsible for any lost or broken items.