

THINGS YOU NEED TO KNOW

Hours of Operation

6:30 a.m. – 8:45 a.m.	Before Care
9:00 a.m. - 12:00 p.m.	Morning classroom session
12:00 p.m. - 1:00 p.m.	Lunch & Recess
1:00 p.m. - 4:00 p.m.	Afternoon classroom session
4:00 p.m. - 6:00 p.m.	After Care

Camp Dates

June 17 – August 30, 2019

Communicating with Us

Please visit us in person or call us directly.

Office location:

Paula J. Ring Education Center
10 Buck Street, Millville, NJ
9:00 a.m. to 4:30 p.m.
Monday – Thursday
856-776-2372

The Kids Academy office is located on campus (beginning 6/17/19):

Cumberland County College
Fine & Performing Arts Center- Room F8
Office hours and dates of operation are:
June 17th – August 30th
8:30 a.m. – 4:30 p.m.

Registration

When to register

Registration begins April 1, 2019. Children will be accepted until all spaces are filled. A wait list will be created once a class is filled. We urge you to register as early as possible to avoid disappointment.

How to register

Registrations will not be processed without all required forms. For a complete brochure and all required forms visit <http://www.cccnj.edu/continuing-education/kids-academy-summer-program>

In-person registrations will be taken at the Paula J. Ring Education Center, 10 Buck Street, Millville, NJ. Hours are 9:00 a.m. to 4:30 p.m. Monday through Thursday.

Event registrations available on campus at the Fine & Performing Arts Center on the following days:

April 13, 2019 10am-12pm

May 18, 2019 10am-12pm

June 6, 2019 6-8pm

How to Pay

Full payment is due at time of registration, unless electing for a payment plan. You may register by mail with a check. You may also register by faxing or scanning your registration and required paperwork; however, we are unable to accept credit card payments via fax or scan. Please call or visit our office to make a payment.

Our fax number is 856-765-5384.

Payment Plan

Register now to spread your payments out at no additional cost!

Kids Academy at Cumberland County College is happy to offer a convenient payment plan for summer programming. Payment plans are available for individuals enrolling their child(ren) into more than 2 weeks of camp. There is no extra cost for choosing the payment plan, but you must provide us with a credit card at the time of registration.

Here's how it works:

Calculating your installments

Each payment plan option requires a \$75 deposit. This deposit is subtracted from the total camp fee and the remaining balance will be broken into equal installment payments from the time of enrollment through the end of summer programming (August 30). Payments must be made on the 15th and 30th of each month. To make payments contact or visit the Paula J. Ring Center, 10 Buck Street, Millville, NJ or 856-776-2372.

Required Paperwork

All required forms are located on the college's website at

<http://www.ccnj.edu/continuing-education/kids-academy-summer-program>

1. Camper Registration form for each camper
 - Indicate on registration form whether camper is attending Before or After Care
2. Kids Academy Code of Conduct
3. Kids Academy Disciplinary Form
4. Medical History Report
5. Medication Form
6. Pick Up and Emergency Contact
7. Current immunization record from doctor's office
 - Immunization records must be received no later than 5 days after registering your child. Records may be faxed or scanned.

A receipt will be mailed or provided in person when you register. Our tax ID number is 22-1779135.

Discounts

Kids Academy Summer Programming offers two available discounts:

- Sibling discount- Once you have paid for your first child, then any siblings registering will receive a 10% discount.
- Full Season Discount- If enrolling a child into the full 10 weeks of Kids Academy Summer Programming, you will receive a 20% discount.

**** Discounts cannot be combined.***

Wait List

If a class has reached its capacity, a wait list will be created. If demand for a class warrants it, another class for that age group will be added.

Refund Policy

Refunds will be granted only when written notice of a student's withdrawal is received no later than 5 business days before the start of each session. No refunds will be granted thereafter. Telephone withdrawals will not be accepted. No refunds are issued for suspension or expulsion from Kids Academy.

If a class is canceled, full tuition will be refunded. Please allow six weeks from the date of cancellation to receive the refund.

Lost and Found

All items left at the College will be taken to the Kids Academy office at the end of each day. We will hold these items for two weeks only. Afterward, these items will be donated to a charity of our choice. You are welcome to come to the office between 8:30 a.m. and 4:30 p.m., Monday through Friday, to look through our lost and found collection. The office staff is not able to check the lost and found bin for you. You must do this in person.

Allergies

Please note that we are not an allergy-free facility.

Reporting Absences

If your child will be absent from Kids Academy programming, please call our office at 856-776-2372. There will be no credits or refunds for missed days of camp.

Late Arrivals

If your child will be late for Kids Academy programming, please call our office at 856-776-2372. Upon arrival, please escort your child to the camp office for check-in.

Dress Code for Campers

Parents and or Guardians are responsible for sending children to Kids Academy programming adequately dressed and prepared for a variety of weather conditions. Children must wear closed toe shoes. Also, please note that some activities may be messy, so dress your child accordingly. Send your child with a sweatshirt or sweater because some buildings are very cool.

Electronics

Campers are allowed to bring their phones to camp, but they cannot play games, text, take or view photos or search the internet during class instruction. If other electronics are brought to campus, they be confiscated from campers and returned at dismissal. If a camper needs to make a non-emergency call to his/her parents, they need to talk to our staff, who will assist the camper. Cumberland County College is not responsible for lost, stolen or damaged personal property. Thank you for your cooperation!

Weather

In the event of extreme and highly unusual weather conditions or other natural disasters such as flooding, hurricane, etc., Kids Academy programming may end early, be postponed, or cancelled. Refunds will not be provided under these circumstances; inclement weather may result in the day's activity being altered or replaced.

Location

Kids Academy programming is held in the Fine and Performing Arts Building. Children must be dropped off and picked up at this location

Before and After Care

The Before Care program begins at 6:30 a.m. in the Fine & Performing Arts Building Gallery section. A staff member must be present in order for children to be dropped off. If you arrive after 9:00 a.m., please report to the Kids Academy office.

The After Care programs begins at 4:00 p.m. and runs until 6:00 p.m. in the Fine & Performing Arts Building Gallery section. If you pick up a child after 6:00 p.m., a **\$25 late fee will be imposed for every 15 minutes.**

Drop-off and Pick-up Procedures

Please drop-off and pick-up your student at the Fine and Performing Art Building. **Students must be signed in and out of class by an adult with Photo ID.** Parents should arrange to pick up their student promptly at the end each day. **Late Pick-Up Policy:** Because of the large, public, open environments of our program sites, and our concern for student safety, we require that parents accompany students to the classroom or designated area when dropping off the student. Parents/guardians are asked to sign the student out in person at the end of the camp day, and will be asked prior to the start of camp to identify those persons who have approval to pick up the student from the program. **In order to avoid late charges, please arrive to pick up your student at least 10 minutes prior to the end of their day.** It is our policy to keep a record of late pick-ups for each student for the week. Each family will be charged a late pick-up fee of \$25 for every 15 minutes or part thereof. Repeated late pick-ups may jeopardize the student's enrollment in the program. All parents or authorized persons will sign a late pick-up slip at the time of pick-up. The college's clock will be used to determine the time. Payment is due within two days of the late pick-up and can be paid at a customer service or cashier office. The student will not be allowed to continue in the program if proof of payment of the late charge(s) is not presented by the second day of the late charge assessment. In the event that the student does not return, the parent will be billed for any late fees not paid. Please note that the late fee is assessed for each student picked up late.

Lunch and Snacks

Children need to bring a bagged lunch and snack each day, along with water bottles labeled with your child's name. Vending machines are available for the children to use. Please pack an ice pack to keep food cool. We are not able to reheat or refrigerate any foods.

Ice Cream Truck

Pete's Treats Ice Cream Truck will be back at camp again this year. Please send in \$1 to \$3 for a summer treat for your child.

Sunscreen Recommendation

Parents and guardians should apply sunscreen in the morning before their child comes to Kids Academy. Please send sunscreen to Kids Academy with your child in a sealed plastic bag labeled with the child's first and last name. Our staff will place it in a tote bag that will be in their possession throughout the day. If parents and or guardians have more than one child attending camp, we ask each child have their own supply of sunscreen so that it is readily accessible throughout the day.

Field Trips

Transportation will be provided in the college's 15 passenger vans. Field trip permission forms and liability waivers need to be filled out and submitted before the trip. All forms are on the college's website at <http://www.ccnj.edu/continuing-education/kids-academy-summer-program>

Transportation

During travel times, children are required to remain seated with safety belts fastened. Staff reserve the right to assign seats when necessary. Children are expected to follow basic instructions and behavioral guidelines during travel. Instances of "bullying" or other inappropriate behavior may lead to camper dismissal in accordance with our behavior policies.