

# Vacation Application

Dates \_\_\_\_\_

## Student Information

|                  |  |                        |   |
|------------------|--|------------------------|---|
| First            | _____  | Date of Birth          | _____   |
| Last             | _____  | Gender                 | M <input type="checkbox"/> F <input type="checkbox"/> |
| Address          | _____  |                        |   |
| City             | _____  | Grade Entering in Fall | _____   |
| State            | ZIP Code   | Name of Current School | _____   |
| Home Phone:      | ( ) _____  | Siblings (Age)         | _____   |
| Current Student? | <input type="checkbox"/> Yes <input type="checkbox"/> No If no, who do we thank for referring you to us? _____ |                        |   |

## Parent(s)/Guardian(s)

|                    |           |                    |           |
|--------------------|-----------|--------------------|-----------|
| Parent/Guardian #1 | _____     | Parent/Guardian #2 | _____     |
| Home Phone         | ( ) _____ | Home Phone         | ( ) _____ |
| Mobile Phone       | ( ) _____ | Mobile Phone       | ( ) _____ |
| Address            | _____     | Address            | _____     |
| City               | _____     | City               | _____     |
| State              | ZIP Code  | State              | ZIP Code  |
| Occupation         | _____     | Occupation         | _____     |
| Email              | _____     | Email              | _____     |
| Relationship       | _____     | Relationship       | _____     |

## Medical Insurance

|                             |           |                       |           |
|-----------------------------|-----------|-----------------------|-----------|
| Subscriber's Name           | _____     | Insurance Name        | _____     |
| Subscriber's Phone          | ( ) _____ | Group Number          | _____     |
| Primary Care Name           | _____     | Primary Care's Number | ( ) _____ |
| Allergies/medical condition | _____     |                       |           |

## Alternative Emergency Contacts

|                      |           |                      |           |
|----------------------|-----------|----------------------|-----------|
| Emergency Contact #1 | _____     | Emergency Contact #2 | _____     |
| Home Phone           | ( ) _____ | Home Phone           | ( ) _____ |
| Work Phone           | ( ) _____ | Work Phone           | ( ) _____ |
| Address              | _____     | Address              | _____     |
| City, ST ZIP Code    | _____     | City, ST ZIP Code    | _____     |

Parent/Guardian's Signature \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

# Photography Consent Form

I, (print full name) \_\_\_\_\_, as the parent/guardian of my child, (child's name) \_\_\_\_\_, hereby grant/deny full permission to the S.E.T. School of Metrowest to use my child's photo on their Web site and other advertising materials (printed or electronic) for the purpose of illustrating typical educational activities.

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Parent/Guardian's Signature and Date

## SET School Policies

The school programs are for students in grade 1 through 8.

The school is not responsible for incorrect student information. For effective communication, please ensure that correct phone numbers and email addresses are provided on the application. Please notify us immediately of any changes.

All school announcements and communication will be made through email.

Weather cancellations will also be posted on our website. Please consider the safety of the roads when deciding to come in.

Eating and drinking is not allowed in class, students should bring a snack and a drink for recess or after class.

Parents must notify the school of any medical conditions including allergies.

At SET School we value the principles of kindness, equal opportunity and cultural diversity. In the spirit of maintaining a safe and welcoming environment, we do not tolerate physical, verbal or emotional bullying, violent or destructive behavior, or inappropriate language.

All students are expected to behave in a responsible and appropriate manner both to themselves and to others, showing consideration, courtesy and respect for other people and creatures at all times.

Students must show care and respect to all materials and equipment at the facility.

Students will not use the school computers for any purpose other than class work.

Responsible usage of the Internet is expected at all times.

Students cannot leave the building without their parent/legal guardian or any other authorized person.

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Parent/Guardian's Signature and Date

## Parent Handbook

### Daily Schedule

Hours: Regular: 9:00-4:00pm  
 Extended AM hours: 8:15-8:45 am  
 Extended PM hours: 4:00-6:00pm

Daily schedule:

|               |                    |
|---------------|--------------------|
| 9:00-10:30AM  | 1st class          |
| 10:30-10:45AM | Snack              |
| 10:45-12:30PM | 2nd class          |
| 12:30-1:00PM  | Lunch              |
| 1:00-2:00PM   | Outside games      |
| 2:00-4:00PM   | Afternoon activity |

### Payment Policy

- A \$50 non-refundable fee is due upon registration for each week of summer that a child enrolls.
- A fee of \$25 will be charged for any returned check.

### Cancellation and Termination of Enrollment

- Parents can cancel student's enrollment with at least a **1-week** written notice. Families will be refunded the tuition. A refund will not be issued without a written notice.
- Students are expected to abide by the 'School Policies'. A student's enrollment can be terminated if a student is found to be continuously disruptive and inappropriate in the classroom despite teacher warnings. Parents will be informed of these incidents prior to termination in order to give the parents a chance to correct the behavior.

### Pick-up and Drop-off Policy

- For your child's safety, please bring your children to the lobby and stay with them until greeted.
- Students are not be allowed to leave the building without their parent/legal guardian, or any person authorized to pick up the child. Please inform the staff if another person is picking up.
- Your child should be picked up promptly after the end of the day. Teachers or other staff will stay with your child until your child is picked up. Late charges will accrue until your child is picked up.