

Jack and Jill School, Inc.  
8316 Michael Rd.  
Richmond, VA 23229  
(804) 270-3030  
www.jackandjillva.us



Mary C. Cox,  
Owner & Director

**SUMMER CAMP 2017 COUNSELOR APPLICATION**

**Tuition Fee \$190/Week - Registration Fee \$100**

Parent's Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Counselor's Name: \_\_\_\_\_ Nick Name: \_\_\_\_\_ Age: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Father's Occupation: \_\_\_\_\_ Bus. Address: \_\_\_\_\_

Bus. Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mother's Occupation: \_\_\_\_\_ Bus. Address: \_\_\_\_\_

Bus. Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Counselor's Previous School/Camp Experience:**

#1 \_\_\_\_\_ How Many Years? \_\_\_\_\_

#2 \_\_\_\_\_ How Many Years? \_\_\_\_\_

#3 \_\_\_\_\_ How Many Years? \_\_\_\_\_

Swimming Experience?: \_\_\_\_\_ Where?: \_\_\_\_\_

Has counselor ever worked with children?: \_\_\_ yes \_\_\_ no. Where & Dates?: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_ Minister's Name: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Name, address and telephone number of two people we can call in case of emergency if parents cannot be reached. These should be people outside of the immediate family (ex.: grandparents, aunts, uncles, etc.)**

Name: \_\_\_\_\_ Relation to child: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Relation to child: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Jack and Jill will be closed for vacation the week of Aug. 14, 2017 and will re-open Aug. 21, 2017!

\_\_\_\_\_  
(counselor's signature)

\_\_\_\_\_  
(parent's signature)

**The registration fee of \$100 is non-refundable and must be attached to this form.** The parent/guardian acknowledges that this school is operated on a pre-determined budget and that the weekly fees must be paid to the school whether or not the child is in attendance. There is no waiver or deduction of fees caused by parent holiday, vacation, child's illness, or any other reason. *Weekly fees are due on Monday of each week. An up-to-date Health Certificate must be provided to the school upon application acceptance.*

1. The parent/guardian will give individual authorization for the child to participate in specific field trips, and agrees to keep the school up-to-date regarding any changes in address, telephone numbers, persons to contact, medical problems of the child, etc.

2. The school agrees to notify the parent/guardian whenever this child becomes ill and the parent/guardian agrees to pick the child up as soon as possible after being notified that the child is sick. In turn, Parent/Guardian agrees to notify the school within 24 hrs or the next business day after his/her child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

3. The parent/guardian authorizes the school to obtain immediate medical care if any emergency occurs when he/she cannot be located immediately.

4. Jack and Jill reserves the right to dismiss a child with a week's notice if the director determines that the child is not able to benefit from the school's program.

5. Parent/guardian agrees to give this school's director, 2 weeks written notice in advance of withdrawal of the child and agrees to make full payment for those two weeks—even if the parent decides to take the child out of this school without having given such notice.

6. **All fees are due on Monday of the current week. There is a \$10 late fee charged for payments received after Monday. A \$25 fee will be charged the parent/guardian for any checks returned by the bank for any reason.**

7. *By signing below, the parent/guardian acknowledges and understands that this school is operated on a pre-determined budget, and that the weekly fees must be paid to the school whether or not the child is in attendance. There is no waiver or deduction of fees caused by parent holiday, vacation, the child's illness, or any other reason.*

8. An up-to-date health certificate for your child must be provided to this school upon application acceptance.

9. **Tuition rates are effective as of June 1st annually.**

10. Custody Papers shall be attached if parent is not allowed to pick up the child.

11. NOTE: Section 22:1-4.3 of the Code of VA states that unless a court order has been issued to the contrary, the non-custodial parent of a student enrolled in a public school or day care center must be included, upon the request of such non-custodial parent, as an emergency contact for events occurring during school or day care.