

*The Chestnut Hill School*  
*Creative Arts and Sports Program*

*Fees and Policies - 2012*

**Contact Numbers & E-mail •**

|                          |                  |             |                     |
|--------------------------|------------------|-------------|---------------------|
| <b>Telephone:</b>        | 617-566-4394     | <b>Fax:</b> | 617-202-0266        |
| <b>Director:</b>         | Marcus Nickerson | Ext 623     | mnickerson@tchs.org |
| <b>Registrar:</b>        | Christine Lucey  | Ext 724     | clucey@tchs.org     |
| <b>Staff Accountant:</b> | Haelan Fraser    | Ext 770     | hfraser@tchs.org    |

**Dates of Operation •**

**Session I:** June 25 - July 6\*  
**Session II:** July 9 - July 20  
**Session III:** July 23 - Aug 3  
**Session IV:** Aug 6 - 17\*\*  
**Spanish Adventure Camp:** Aug 20 - 24\*\*

\*No camp on Wednesday, July 4th

\*\* Camp closes at 1:00 on Friday, August 17th & 24th

**Hours and Fees •**

| <i>Division/Option</i>         | <i>Hours</i>         | <i>Fees Per Session</i> | <i>Spanish Adventure Camp</i> |
|--------------------------------|----------------------|-------------------------|-------------------------------|
| <b>Arrival - All divisions</b> | 8:30 - 8:50          | n/a                     | n/a                           |
| <b>Lower Camp - Half Day</b>   | 9:00 - 1:00          | \$684                   | \$283                         |
| <b>Lower Camp - Full Day</b>   | 9:00 - 3:45          | \$1,086                 | \$463                         |
| <b>Lower Camp - Combo</b>      | 2 Half / 3 Full Days | \$932                   | \$406                         |
| <b>Intermediate Camp</b>       | 9:00 - 3:45/4:00*    | \$1,086                 | \$463                         |
| <b>Upper Camp</b>              | 9:00 - 4:15          | \$1,116                 | \$463                         |
| <b>Senior Camp</b>             | 9:00 - 4:15          | \$1,116                 | n/a                           |
| <b>CIT Program - New</b>       | 8:30 - 4:15          | 808 (4 wks)             | n/a                           |
| <b>CIT Program - Returning</b> | 8:30 - 4:15          | 468 (4 wks)             | n/a                           |
| <b>Early Drop-Off</b>          | 7:45 - 8:30          | \$66                    | \$33                          |
| <b>Extended Day</b>            | until 5:30           | \$116                   | \$58                          |
| <b>Lunch @ PMC</b>             | -                    | \$74                    | n/a                           |

\* First grade dismissal is at 3:45 while 2nd and 3rd grade dismissal is at 4:00.

**Tuition Discounts •**

**Session I:** 10% discount on tuition only (no camp on Wednesday, July 4th)

**Sibling Discount:** First child pays full tuition. Each additional sibling receives a 5% discount (applied to the lesser tuition).

**Four Session Discount:** A 5% discount is applied to the tuition total for all four sessions. This discount does not apply to the Spanish Adventure Camp.

**Financial Aid •**

Financial Aid is available on a limited basis. We must receive the completed financial aid application with your registration form. Please contact us to obtain an application. Award decisions are made on a first-come, first-served basis.

## **Registration/Enrollment •**

- ♦ Lower campers have the option of enrolling for full day, half day or a combination of 3 full and 2 half days.
- ♦ Priority registration is available to returning campers and to CHS students through December 31st.
- ♦ New campers may send their registration form in at any time; new camper registration begins in January.
- ♦ Applications are processed primarily on a first-come, first-served basis.
- ♦ A non-refundable\* deposit of \$300 must be included with each child's registration form. *If your child is placed on the waiting list, you may remain on the waiting list or request a refund.*
- ♦ Confirmation of your registration status will be communicated within five business days of receipt of registration form.
- ♦ For withdrawals before March 1st, tuition will be refunded less the non-refundable deposit.
- ♦ Full balance is due by March 1st. Any unpaid enrollments may be forfeited.
- ♦ For withdrawals after March 1st, all tuition is non-refundable.
- ♦ An administrative fee of \$20 will be applied to any approved schedule change made after March 1st.

## **Health, Safety and Discipline •**

- ♦ A registered nurse is on staff, and all directors and swim staff are certified in CPR and first aid.
- ♦ All health forms must be completed and submitted before a child may attend camp.
- ♦ Any change in emergency contact information during the course of the summer must be reported.
- ♦ The camp should be notified if a child will be absent or late for any reason.
- ♦ Children who show signs of infectious diseases and/or parasites must be kept home until the risk of contagion has passed (without fever for 24 hours and/or on medication for 24 hours) before returning to camp.
- ♦ Any occurrence of infectious disease and/or parasites must be reported to the camp.
- ♦ Families are expected to cooperate with the camp and the local board of health control measures.
- ♦ Children in lower camp must be toilet trained before starting camp.
- ♦ CHSCASP reserves the right to withdraw any camper when, in the directors' judgment, the camper's/family's behavior interferes with the rights and/or safety of others, the smooth functioning of the program, or violates the camp's principles of conduct.
- ♦ It is the responsibility of the parent/family to bring any special concerns about a child to the director's attention at the time of registration.

**During the camp season, staff members and/or professional photographers take photos and videos for marketing purposes which may include the child(ren) listed on the registration form. Parents/guardians may refuse any or all commercial use of photos and videos related to the specific campers, provided that a written request is received by the camp director prior to the start of camp.**

## **Lunch/Snack •**

Campers at CHS should bring a lunch and a beverage each day. Snacks are made available to all campers. Campers may choose to bring their own snack. Upper and Senior campers are encouraged to bring a water bottle to be refilled throughout the day.

Campers at the Pine Manor College campus have the option of bringing or purchasing a lunch. The PMC lunch includes a hot entrée (varies daily), peanut butter and jelly sandwiches, salad, chips, dessert and juice. Box lunches are also available for the Senior Camp field trips. Please note that refrigeration and heating facilities are **NOT** available at either campus.

## **Refunds •**

If for any reason a child's enrollment is reduced or is withdrawn before March 1st, fees already paid (less the deposit) will be refunded. **No refunds will be given for reduced enrollment or withdrawn applications after March 1st. Deposits and absences are non-refundable.**

## **Tours •**

Tours are available during the week as well as select weekends. Please contact the director at 617-566-4394, ext 623 or via email at mnickerson@tchs.org.