

May 7, 2009

Dear Parents/Guardians:

We are very excited to provide you with the Pope John Paul II Catholic Academy **Summer Program Application Packet** for the 2009 Program! Based on the positive results of our survey we have developed a program which will provide an enjoyable, challenging and safe environment for your child.

The summer program will offer four sessions at the **Lower Mills** and **Columbia** campuses beginning July 6 and ending July 31 (see below). Each session is one week long and will operate Monday through Friday from 8:00 am – 4:00 pm daily. Parents will have the option to sign up their children for 1 or more sessions. Full-time (5 days) or part-time (3 days, Tuesday, Wednesday, Thursday only) options are also available. Details of these options are listed on the **Program Application Policies and Procedures**.

Session 1 :	July 6 – July 10	8:00 am - 4:00 pm
Session 2 :	July 13 – July 17	8:00 am - 4:00 pm
Session 3:	July 19 – July 24	8:00 am - 4:00 pm
Session 4 :	July 26 – July 31	8:00 am - 4:00 pm

Registration Process:

In order to reserve a space for your child, you must **completely** fill out the **Registration Packet forms and submit a non-refundable \$100 registration fee (per family)**. The registration fee will be applied to your total payment. The packet is several pages and includes the an application, student profile, medical / emergency contact information form and program policies and procedures, so please be sure to complete all pages front and back. If you are registering more than one child, **please fill out a complete packet for each child**. We realize this is a time consuming process, but it is important that we have complete information on all participating children.

Please be aware that space is limited and slots are available on a first come, first serve basis. We suggest you return your application prior to May 22 to secure your placement.

Cancellation Policy:

All cancellations must be given in writing by **Friday, May 29**. Any cancellation made after May 29 will be subject to payment of 50% of the fees for that week. We understand that families plan to take vacations, but in order to serve as many families as possible we ask that all cancellations be made by May 29.

Additional Parent Information

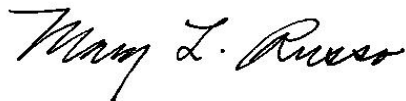
Program staff will be available every Monday morning at the beginning of each Session on the **Columbia** and **Lower Mills** campuses to meet with parents. Parents/Guardians are free to stop in to ask any additional questions you may have about the program.

- Monday, July 6, 2009 8:00 am
- Monday, July 13, 2009 8:00 am
- Monday, July 20, 2009 8:00 am
- Monday, July 27, 2009 8:00 am

In the interim, please feel free to contact either Marcia Robinson or Nat Connors to answer questions about the program by phone at 617-265-0019 ext. 7003, 7006 or email at marcia.robinson@popejp2catholicacademy.org

We look forward to a great summer of fun and learning!!

Sincerely,



Mary L. Russo
Regional Director



Marcia Hue Robinson
Program Director

PROGRAM POLICIES AND PROCEDURES

PAYMENT POLICY

Program Fees Per Session:

Full Time (Monday – Friday from 8:00 am – 4:00 pm)

One child	\$175
Two children	\$330
Three or more children	\$465

Part Time (Tuesday, Wednesdays and Thursday only from 8:00 am – 4:00 pm)

One child	\$135
Two children	\$250
Three or more children	\$345

A non-refundable registration fee of \$100 (per family) is due at the time of registration (fee will be applied towards total payment). Your child's spot in the program is not secured until the registration fee is received.

ALL PAYMENTS MUST BE MADE 1 WEEK BEFORE THE START OF EACH SESSION.

Checks should be made out to: *Pope John Paul II Catholic Academy*

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LATE PICK-UP POLICY

The program ends promptly at 4:00 each day. Children will be ready for dismissal starting at 3:45 pm, please be sure to arrive promptly for pickup. There is a **\$1 per minute charge** for parents arriving after 4:00 pm. **This fee is payable at the time of pickup.**