

**Marshall Summer Programs
Participant Information
2008**

- **Registration Details.** To register for summer programs, send a completed registration form along with a \$50 non-refundable deposit to Attn: Summer Programs, Marshall School, 1215 Rice Lake Road, Duluth, MN 55811. Check or money order should be made payable to Marshall School.
 - The \$50 deposit is applied toward tuition, and the balance of summer programs fees will be due one week prior to the course date.
 - Classes and lessons are filled on a first-come, first-served basis, and registration forms and deposits and/or fees should be received two weeks prior to the start of camp.
 - Parents will receive confirmation of completed registrations by e-mail. At this time we will also send an emergency form and field trip slip, if applicable, to be completed and returned by the first day of camp; no child will be allowed to participate in programming without the emergency form on file, and no child will be allowed to attend field trips without a signed permission slip.

- **Refunds.** There will be no refunds if a student withdraws from our programs while they are in session, except in the case of extended illness. If your plans change and you need to cancel your registration before programming begins, all but your \$50 deposit will be refunded. If, due to lack of enrollment we have to cancel a class, your full tuition plus the \$50 deposit will be refunded. You will be notified in the case of such an event.

- **Extended Day.** Programming will be provided from 7:30 a.m.-9:00 a.m. and again from 3:30 p.m. – 5:00 p.m. every day that programs are in session. The extended day program is centered in the library and provides a variety of self-directed activities for campers to begin or end the day. The cost is \$15 per time slot per week.

- **Daily Schedule.** Full-day programs run from 9:00 a.m. – 3:30 p.m. Half-day classes run 9:00 a.m. – 12:00 noon and 1:00 – 4:00 p.m. The schedule for each program will vary and a detailed schedule for the week will be available on the first day of each camp or class.

- **Lunch.** All full-day students will be responsible for bringing their own lunch. Weather permitting, lunchtime will be outside.

- **Personal Items.** Parents are urged to mark all student's belongings with their child's name to protect against loss. Marshall School assumes no responsibility for lost or stolen items. Participants are discouraged from bringing anything of value to school with them such as money, jewelry, or expensive clothing.
- **Communication.** Please let us know if your student will be late or absent. You can e-mail information in advance to: summer@marshallschool.org , otherwise call 727-7266.
- Students attending Topper Camp are signed in at the start of their day at the registration table by a pre-authorized parent or legal guardian. Sign-out for children is by the same and pick-up is immediately at the end of camp or at the end of extended care if the child is signed up.
- Students who are sick should not attend programming. Parents or guardians will be called if the student becomes ill or has a fever.
- For children signed up for 1st-4th grade camp, please come dressed in clothing that is appropriate for play. Clothing that interferes with safety, such as exceptionally long and/or baggy pants, open-toes shoes or sandals are discouraged. Parents should also send hats and sunscreen for their children as we will be spending a significant amount of time outdoors!