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June 10, 2018

Dear *J Adventure* Applicant,

Thank you for your interest in *J Adventure*, the JCCNS's award-winning after school program for children in Kindergarten through 6th grade. I know that you have options for after school childcare in the Marblehead area, and am excited that you have decided to pursue *J Adventure* for your child! We are busy planning for the year ahead and cannot wait to welcome new and returning friends in September!

We hope to continue transportation from Bell, Coffin, Glover, and Village schools. We are also looking into the possibility of adding transportation from Marblehead Community Charter School. As long as we have minimum enrollment each day from each school, we will be able to move forward with this plan!

This packet outlines our admissions process for the 2018-2019 school year, and includes all necessary forms. Please make note of our checklist, which will help you ensure completeness of your child's application.

Please email or call me at jstephens@jccns.com and 781.476.9901 with any questions you have. I look forward to reviewing your application and meeting with you to discuss your child's application to our program.

Sincerely,

Jessie Stephens

Jessie Stephens
J Adventure Director/
Assistant Director of Camps, Youth and Family Programs





Admissions Checklist

1. _____ Review our *J Adventure* calendar (specific to school system)
2. _____ Review our *J Adventure* Registration Form (specific to school system).
3. _____ Complete and submit *J Adventure* Application Packet, including:
Supplemental Materials (where applicable):
 - a. Copy of child's IEP or 504 plan, if child receives school-based services.
 - b. Copy of therapeutic or medical plans, if child receives medical or therapeutic services outside of school.
4. _____ Submit non-refundable \$50 application fee.*
5. _____ Tour/interview with *J Adventure* Director, guardian(s), and child (at Director's discretion).
6. _____ Admissions decision communicated with guardian(s).

*Fee is waived for employees of the JCC, Epstein Hillel School, and local synagogues.

Enrollment Checklist

When a child is accepted into our program, the following is required prior to their first day of participation. If we do not have the following, then a delayed start-date will be necessary until all documentation has been provided.

1. _____ *J Adventure* Registration From (specific to school system).
2. _____ JCCNS Membership status established
3. _____ Credit card on file for automatic monthly payments
4. _____ Child Information Card
5. _____ Emergency Contacts and Medical Release
6. _____ Copy of Immunization Record
7. _____ Copy of custody orders or arrangements (only the portion pertaining to parenting time/child's schedule, responsible payers for childcare, pick up and/or no contact is needed).
8. _____ Copy of child's IEP or 504 plan, if child receives school-based services.
9. _____ Copy of therapeutic or medical plans, if child receives medical or therapeutic services outside of school.