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***Camp – Registration Form – Fall 2016***

Student Name: \_\_\_\_\_ Age (Fall 2016) \_\_\_\_\_

Parent(s) Name(s): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

**A.C.E. Policies and Procedures:**

- Students receive 1:1 individual RPM instruction.
- Students receive one 40 minute session and one 25 minute session.
- Cost of camp:
  - 2 day camp is \$330 – only available specific dates
  - 3 day camp is \$495 – only available specific dates
  - 4 day camp is \$660 – Tuesday - Friday
  - A non-transferable and non-refundable half – deposit is required to secure spot.
- I understand if I cancel less than 2 weeks before my session and A.C.E. Staff are unable to fill the spot, I will be responsible for the full session amount.
- Arriving 5 minutes before each scheduled session is highly recommended as session are booked back to back and may not be switched or rescheduled due to late arrival. The timer starts at your designated time; if you are late you will receive only the time that remains.
- Personal videotaping is not permitted.
- Copies of DVD material may be obtained from A.C.E. Staff but many not be shared or duplicated without expressed written permission.
- Parents and/or primary caregivers are required to attend. Families are encouraged to invite therapists, teachers, or others involved in the student’s life to observe for a one time professional observation fee of \$50 per person.
  - Professionals are welcome to observe other students as well.
  - Professional observers are required to submit a contact form, preferably 2 weeks prior. Contact form can be obtained via email from A.C.E. staff.
- Please be advised that A.C.E. Teaching & Consulting does not handle any aspect of insurance claims or billing, this is the sole responsibility of the client. All fees are the sole responsibility of the client and are due at the time of service.
- If extenuating circumstances arise and A.C.E. is forced to cancel, your full payment will be refunded. A.C.E. is not responsible for travel accommodation fees, including (but not limited to) airfare, hotel and rental car expenses.
- A.C.E. Teaching & Consulting requires a half deposit which is non-transferable and non-refundable to secure camp dates.

Please sign below after you have read and agreed to the listed policies and procedures:

Parent or Guardian Signature: \_\_\_\_\_

## A.C.E. Teaching and Consulting

*(Fall 2016 Registration form continued)*

Student Name: \_\_\_\_\_

**Please answer the following questions (please note we will do our best to accommodate your preferences):**

Available Camp Dates (Tuesday – Friday):

A.C.E. is now only offering 2 camp slot per week. They will be held from 9:30a-10:15 and 11:30a-12p or 10:15a-11 and 12p-12:30

September	October	November	December
Tues 27 <sup>th</sup> – Fri 30 <sup>th</sup>	Tues 11 <sup>th</sup> – Fri 14 <sup>th</sup>	Tues 1 <sup>st</sup> – Fri 4 <sup>th</sup>	Tues Nov 29 <sup>th</sup> – Fri Dec 2 <sup>nd</sup>
	Tues 25 <sup>th</sup> – Fri 28 <sup>th</sup>	Tues 22 <sup>nd</sup> and Wed 23 <sup>rd</sup>	Tues 6 <sup>th</sup> – Fri 9 <sup>th</sup>

***Please note, if these weeks do not work for you please email ACE to inquire if there is other availability.***

*Please select your preferred camp weeks by filling in the following table:*

	1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice
<b>Camp Dates</b>		

Parent or Guardian Signature: \_\_\_\_\_

**Please note once the schedule is completed A.C.E. staff will contact you to confirm appointments and collect the half-deposit.**

*All information is subject to change – A.C.E. reserves the right to make exceptions to any policy or procedure*