

2018-2019 SCHOOL YEAR

AFTERSCHOOL & BREAK CAMP REGISTRATION PACKET

Participant Information

NAME

DATE OF BIRTH

ADDRESS

CITY

ZIP

PARENT PHONE

MALE

FEMALE

KNOWN ALLERGIES

MEDICATIONS

SPECIAL NEEDS THAT STAFF
SHOULD BE AWARE OF

Parent/Guardian Information

NAME

RELATIONSHIP TO CHILD

PHONE 1

PHONE 2

EMAIL

NAME

RELATIONSHIP TO CHILD

PHONE 1

PHONE 2

EMAIL

Emergency Contacts

NAME

RELATIONSHIP TO CHILD

PHONE 1

PHONE 2

AUTHORIZED FOR PICK-UP

YES

NO

NAME

RELATIONSHIP TO CHILD

PHONE 1

PHONE 2

AUTHORIZED FOR PICK-UP

YES

NO

NAME

RELATIONSHIP TO CHILD

PHONE 1

PHONE 2

AUTHORIZED FOR PICK-UP

YES

NO

PHYSICIAN

MEDICAL PLAN

PHONE

IF LISTED CONTACTS AND PHYSICIAN CANNOT BE
REACHED,
WHAT ACTION SHOULD BE TAKEN:

CALL EMERGENCY HOSPITAL

OTHER

Consent for Medical Treatment

As the parent or authorized representative, I hereby give consent to the Arden Manor Recreation and Park District to obtain all emergency medical or dental care prescribed by a duly licensed physician (M.D.), osteopath (D.O.), or dentist (D.D.S.) for my child. This care may be given under whatever conditions are necessary to preserve the life, limb, or well being of my child.

Signature of Parent / Guardian _____ Date _____
PLEASE ENTER FULL NAME AND DATE IF COMPLETING ONLINE

Agreement, Waiver & Release

I have carefully read description of class(es) / program(s) for which I am/we are registering and in consideration for being permitted by the Arden Manor Recreation and Park District to participate in the above activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity. This release is intended to discharge in advance the Arden Manor Recreation and Park District (its officers, officials, employees, and volunteers) from any and all liability arising out of, or connected in any way, with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost, or expense which they may incur as the result of my death or injury or property damage that I may sustain while participating in said activity. I give the Arden Manor Recreation and Park District, the absolute right and permission to use my child's photograph in its promotional materials and publicity efforts. I understand that the photographs may be used in a publication, print ad, direct-mail piece, electronic media (e.g. video, CD-ROM, Internet/WWW), or other form of promotion. I release the District, the photographer, their offices, employees, agents, and designees from liability for any violation of any personal or proprietary right I may have in connection with such use.

Parental Consent

I hereby consent that my child participate in the above activity, and I hereby execute the above agreement, waiver, and release on his/her behalf. I state that said minor is physically able to participate in said activity. I hereby agree to indemnify and hold harmless the persons and entities mentioned above, free and harmless from any loss, liability, damage, cost, or expense, which may occur as a result of death or injury, or property damage, that said minor may sustain, while participating in said activity.

**I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENT.
I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE ARDEN MANOR RECREATION AND PARK DISTRICT AND I SIGN IT OF MY FREE WILL.**

Signature of Parent / Guardian _____ Date _____
PLEASE ENTER FULL NAME AND DATE IF COMPLETING ONLINE

Attendance

Your child must attend the school day in order to attend program. They may not come to program if they did not go to school. We follow the same rules as San Juan Unified School District. If your child is suspended from school they may not attend program.

Behavioral Standards and Expectations

Discipline: It is our goal to make this program an exciting and worthwhile experience for your child. This requires participants to follow basic rules such as respect for staff and other participants, teamwork, maintaining a positive attitude, and common courtesy. Discipline is a matter of creative effort on the part of the staff because each student and each situation is unique. We do, however, observe certain guidelines. Disrespectful behavior, inappropriate language, and inappropriate physical contact directed towards staff members, participants, or the general public will not be tolerated, and will be disciplined according to the policies of the Arden Manor Recreation and Park District.

Positive Reinforcement: The main emphasis of the Arden Manor Afterschool Program is to challenge students to do the right thing. Our staff's key focus is on acknowledging and rewarding good behavior.

Timeouts: In the case of minor behavioral problems or rule breaking, students will receive a timeout from activities. The amount of time that a student sits out is dependent on the rule that is broken and is at the discretion of the staff member in charge.

Chronic or Serious Offenses: In the case of chronic or serious offenses, the following steps will be taken:

- Verbal warning to the child and verbal parent notification of the behavior.
- If the behavior continues or another incident occurs, a behavioral meeting will be set up with a parent/guardian and child.
- Incidents following a verbal warning and parent meeting will result in a one day suspension from the program.
- A second suspension from the program will result in suspension for no less than five program day. A child will only be able to return to the program once a behavioral contract is drafted by Arden Manor staff and agreed to and signed by a parent or guardian. **Refunds will not be given for time missed due to behavior related absence.**
- Any further behavior may result in expulsion from the program.

I HAVE CAREFULLY READ THE BEHAVIOR STANDARDS AND EXPECTATIONS AND FULLY UNDERSTAND ITS CONTENT.

Signature of Parent / Guardian _____ Date _____
PLEASE ENTER FULL NAME AND DATE IF COMPLETING ONLINE

Participant Self Sign In/Out Authorization

I authorized my child to sign themselves out of the program at the end of the day: YES NO

Signature of Parent / Guardian _____ Date _____
PLEASE ENTER FULL NAME AND DATE IF COMPLETING ONLINE

Program Description

Arden Manor Recreation & Park District Afterschool and School Break Camp Program is a valuable experience available to students in Kindergarten - 8th grade. The program begins on the first day of the school year and is open on all school days, immediately after school - 6:00 pm, through the end of the school year. Please see the rate calendar on the last page of this packet for detailed information on dates and fees.

Staff

The Afterschool & Break Camp staff is comprised of recreation professionals as well as university students with experience in recreation and youth leadership. The Afterschool staff is dedicated to providing a fun and safe environment for each participant. The staff is responsible, qualified, and trained to work with children of all ages.

Lunch and Snack

Afterschool participants will be given a daily snack immediately after school. For Break Camps, **lunch and snacks are not provided**. Participants must bring a lunch from home each day. (Please indicate any food allergies your child may have on his or her registration form).

Illness

Should your child become ill at camp/Afterschool program you will be notified and must arrange for your child to be picked up as soon as possible. These arrangements should be made prior to the first day of the program should a sudden illness occur. If the staff are unable to reach the parent/guardian, the next person on the emergency card will be contacted to pick up your child. Please do not bring your child to school or camp if he or she has an apparent illness such as fever, rash, or a sore throat. If your child has been exposed to any "contagious childhood disease" such as lice, measles, chicken pox, etc., please notify us immediately. Your help is greatly appreciated. We wish to provide a healthy atmosphere for our participants and staff.

Clothing and Valuables

Please encourage students to take care of their belongings. To avoid ownership problems, please label sweaters, jackets and anything that is brought from home. **Arden Manor Recreation and Park District is not responsible for lost or stolen items.**

Promptness

Parents will not be late when picking up their children. Afterschool Program hours are from immediately after school to 6:00 p.m. Break Camps will begin at 7 am and end at 6 p.m, parents may drop off or pick up at any time. Special arrangements or accommodations for late pick up or early drop off will not be made. If you are late for pick up there will be a \$15 charge for every 10 minutes. **Parents must sign their children out of the program on a daily basis, NO EXCEPTIONS.**

Payments

Fees for the Afterschool Program must be paid by the first Friday of each month. District Policy states that the payments must be made ON or BEFORE the date due. Your child may not participate until fees have been paid. **INVOICES WILL NOT BE SENT OUT.**

Refunds

Refunds will not be given for absences or vacations during the run dates of the Afterschool Program.

I HAVE CAREFULLY READ THE AFTERSCHOOL/BREAK CAMP POLICIES AND PAYMENT INFORMATION AND FULLY UNDERSTAND ITS CONTENT.

Signature of Parent / Guardian _____ Date _____

Payments

TK - 3rd Grade Primary Program

First Child \$185 Per Month

Each Additional Child \$150 Per Month

Break Camps for full time after school participants are 50% off. There are no sibling discounts with break camps.

Thanksgiving Break \$45

Winter Break \$90

President's Break \$60

Spring Break \$75

4th - 8th Grade Secondary Program

First Child \$115 Per Month

Each Additional Child \$115 Per Month

There are no sibling discounts for the secondary program

Break Camps for full time after school participants are 50% off. There are no sibling discounts with break camps.

Thanksgiving Break \$45

Winter Break \$90

President's Break \$60

Spring Break \$75

Break Camps

Camp	Dates	Days	Price
Thanksgiving Break	11/19 - 11/21	3	\$90 full camp or \$35 per day
Winter Break	12/26 - 12/28 & 1/2-1/4	6	\$180 full camp or \$35 per day
President's Break	2/19 - 2/22	4	\$120 full camp or \$30 per day
Spring Break	4/15 - 4/19	5	\$150 full camp or \$30 per day