

2017-18 Enrollment Form

Program Site: _____ (BV/HM/PDS/TC)

Kid's W.O.R.L.D. Before & After-School Recreation Program

Kid's W.O.R.L.D. is a group-recreation focused program. All participants must be able to interact appropriately in a group environment, follow verbal directions, and fully feed & toilet them self.

ONE FORM PER CHILD - PLEASE PRINT. This packet must be filled out completely & fees paid PRIOR to attending the Program.

CHILD: _____ Grade (K - 6): _____ Age: _____ Date of Birth: ____/____/____

Sex: Male Female School Enrolled At: _____ Teacher/Rm.# _____

Home Street Address: _____ City: _____ Zip: _____

MOTHER/GUARDIAN: _____ E-mail: _____

Hm#: _____ Cell#: _____ Wk#: _____ Employer: _____

FATHER/GUARDIAN: _____ E-mail: _____

Hm#: _____ Cell#: _____ Wk#: _____ Employer: _____

HEALTH INFORMATION: Medications are not allowed on-site, except for asthma inhalers and Epi-pens. These items must be clearly marked with the child's name and left with the site director. Participants should be able to self-dose where possible.

___YES: I understand my child must be able to feed & toilet them self (identify need, proper use, dress self, no "pull-ups", etc.)

___NO/___YES: Does your child have a disability (social/learning/physical/etc) that requires special accommodation? If so, please pick up a "Request for Accommodation" packet from the OYCC & attach the completed request w/this registration form.

___NO / ___YES: Taking any medication(s)? If so, list/what for: _____

___NO / ___YES: Are there any health issues (asthma, seizures, allergies, etc) affecting your child? If so, list and describe any precautions that should be taken: _____

EMERGENCY CONTACTS - LIST (2) OR MORE LOCAL INDIVIDUALS, BESIDES PARENTS/GUARDIANS ABOVE.

The following persons may also be contacted or authorized to remove my child from the program - Please have ID:

LEGAL NAME (as appears on ID)	RELATIONSHIP	DAY PHONE	WK / HM / CELL #'s
1.			
2.			
3.			
4.			
5.			

The following person/s may not remove my child from the program (if listed, supporting legal documentation must be attached, no copies kept on file):

2016-17 WEEKLY SCHEDULE OPTIONS & PARTICIPATION FEES (No hourly/daily /monthly/etc. rates):

Monday – Friday (Any Number of Days or Amount of Time)	Weekly Participation Fee	Participation Fee Due By:
AM Before-School Program (6:40 - 7:50)	\$ 22	1:00 P.M. First Day of Attendance
PM After-School Program (2:15 – 5:45) - Includes afternoon snack	\$ 44	1:00 P.M. First Day of Attendance
BOTH AM & PM Programs – Includes afternoon snack	\$ 55	1:00 P.M. First Day of Attendance

START DATE: My child will begin attending on the following date: _____ (School starts WED, Aug. 2nd)

For Initial Week's Schedule ONLY: Mark the days/program(s) that apply:

Before & After School Programs: Mon Tue Wed Thr Fri

Before (AM) School Program Only: Mon Tue Wed Thr Fri

After (PM) School Program Only: Mon Tue Wed Thr Fri

*Initial Week Participation Fee \$ _____ (Total from schedule indicated above.)

Additional Week(s) - Optional \$ _____ (Provide Date/s & Schedule: _____)

*Reg. Fee (Non-Refundable) \$ 10.00 (Applies to all participants)

TOTAL * DUE AT ENROLLMENT: \$ _____ **OFFICE USE ONLY:** Check#/CC/Cash _____ HH Credit used _____

Receipt#: _____ Staff: _____ Date ____/____/____

PROGRAM TERMS & CONDITIONS – Please read and initial below at each of the program policies:

WEEKLY ATTENDANCE FEE PAYMENT – After enrollment, **weekly participation fees are due by 1:00 P.M. the first day of attendance** that week. When payment is not received by 1:00 p.m., late payment fees will apply and participants may be unable to attend the program that afternoon (PM participants) and/or the following morning (AM participants). **Payment received after 1:00 P.M. the first day of attendance that week will incur a \$10 late fee.** No payments are accepted at the program sites. Payments can be accepted on-line, by phone, or in-person at The Cove, or OYCC.

REFUNDS/CREDITS – For attendance fees paid in advance, notification must be received **before 1:00 P.M. Monday** (Tuesday if Monday is a holiday) to receive a credit/refund for a child not attending that week. **PLEASE SEND REQUEST/NOTIFICATION to KIDSWORLD @ SIERRAVISTAAZ.GOV** A 15% administrative fee applies to refunds. 100% credit is received if applied as a "Household Credit" within SV Leisure Services. No refunds or credits will be given for absences, sickness, or any time missed during the current week of participation. The initial \$10 program registration fee is non-refundable once processed

EARLY DROP & LATE PICK-UP – No drop-offs before 6:40 a.m. for the before-school program. The PM Program ends at 5:45 p.m., late pick-ups will be charged \$10 for every 15 minutes (**5:46-6:00= \$10, 6:01-6:15 = \$20, etc**). All fees are per child. OFFICIAL TIME IS KEPT ON SITE. Failure to pay the weekly or other fees assessed may result in the child being withheld from the program. Multiple late pick-ups may result in suspension/removal from the program. Please call the OYCC at (520) 458-7922 or The COVE (520) 417-4800 to let staff know if you will be late, or to leave any message for the program sites.

SIGN-IN/OUT – Daily attendance is tracked for program purposes; we ask that all participants be signed-in (AM) /signed-out (PM) daily by someone on the program registration form. We cannot restrain participants who choose to leave the program of their own volition.

BEHAVIOR MANAGEMENT—The staff strive to deal with the children in a fair and appropriate manner. We promote a "hands-off" discipline approach, so all program **participants must be able to respond to verbal direction** from staff. Emphasis is placed upon each child taking responsibility for his/her own behavior. Participants do not have the right to interrupt the activity of, or endanger, other children. If a child is ever having trouble with another participant, they should notify a staff member for help. We are dependent upon parental support in helping us reinforce appropriate behavior. **In the event of time missed from the program for behavioral issues, there is no refund/credit.** Behavioral problems will generally be approached in the following progressive manner:

Verbal Warning/Redirection • Time Out/Loss of Privileges • Short Term Suspension

If problems persist, the child may be placed on a long term suspension, or be removed from the program. There is no refund or credit of fees if a participant misses time due to disciplinary measures. Extreme behaviors that put a child, or those around him/her in danger, may accelerate this process. These include, but are not limited to:

Leaving the Program/Area Improperly * Throwing Objects * Inappropriate Physical Contact * Inappropriate Language * Disrespect to Staff

LIABILITY WAIVER - As a participant in the above activity, I recognize that there are certain risks of physical injury and I agree to assume the full risk of any injuries, including death, damages or loss which my child may sustain as a result of participating in any and all activities connected with or associated with such programs. I agree to waive and relinquish all claims I may have as a result of participating in the program against the U.S. Government or City of Sierra Vista, their officers, agents, servants, and employees. I do hereby release and discharge the U.S. Government, City of Sierra Vista and their officers, agents, servants, and employees from any and all claims from injuries, including death, damage or loss which I may have or which may occur to me on account of my participation in the program. I do further agree to indemnify and hold harmless the U.S. Government, City of Sierra Vista and their officers, agents, servants, and employees from any and all claims resulting from injuries, including death, and losses sustained by me and arising out of, connected with, or in any way associated with the activities of the program. **CELL PHONES AND OTHER PERSONAL ITEMS SHOULD NOT BE USED AT THE SITE.**

PHOTOS –On occasion, The City of Sierra Vista may take photos of participants enrolled in City sponsored programs or activities. These photos may be used within the program or in future promotional materials and/or other media outlets. As a participant in a public program at a public facility, being photographed by outside media/persons may also occur.

I attest the information provided within this registration form is true and accurate. I understand that any misrepresentation may be cause for removal and that it is my responsibility to provide updated information as applicable. I accept full responsibility for payment of all registration, weekly usage, and miscellaneous fees required by my child's attendance. In the event of an emergency, I give permission to secure medical care for my child as deemed necessary. I understand and agree to all the program terms & conditions.

Parent/Guardian Signature: _____ Print Name: _____ Date: _____

Kid's W.O.R.L.D. 2017-18 **PARENT INFORMATION SHEET** - PLEASE RETAIN!!

WHAT/WHO: Kid's W.O.R.L.D. is a before and/or after-school **group-recreation** focused program for children enrolled in grades K -6. All children must be able to follow verbal directions and interact appropriately in a group environment. Program participants must be able to feed and toilet themselves (includes being able to identify need, proper use of facilities, dresses self, etc. No diapers/"pull-up" type undergarments are acceptable). Soiled garments require the child be picked up for the day. If a child is unable to comply with any of these, they may be withdrawn from the program.

We strive to serve children with disabilities where reasonable accommodations can be made to include the child in the program. If you have a child who requires an ADA accommodation, please contact the OYCC to receive a "Request for Accommodation Packet" and submit prior to enrollment.

WHERE: SVUSD Elementary Schools (Carmichael is held at Bella Vista, and Village Meadows at Town & Country, Transportation is provided by SVUSD.)

WHEN: Before-School AM-Program, 6:40 - 7:50 a.m. (NO EARLY DROP-OFF) and/or After-School PM-Program, 2:15 p.m./School Release. - 5:45 p.m.

SCHEDULE OPTIONS & PARTICIPATION FEES: A \$10 Enrollment Fee applies to each child. Scholarships may be available to those who qualify. Please call for details or stop by the Oscar Yrun Community Center, 3020 E. Tacoma, to receive a scholarship application or information.

Monday – Friday (Any Number of Days or Amount of Time Attended)	Weekly Participation Fee	Participation Fee Due By:
AM Program (6:40 - 7:50)	\$ 22	1:00 P.M. First Day of Attendance
PM Program (2:15/School Release – 5:45) Includes PM snack	\$ 44	1:00 P.M. First Day of Attendance
BOTH AM & PM – Includes PM Snack	\$ 55	1:00 P.M. First Day of Attendance

DATES NO SCHOOL and NO BEFORE & AFTER-SCHOOL PROGRAM HELD (Schedule subject to change due to SVPS calendar):

September 4: Labor Day / October 9: Columbus Day & October 10-13: Fall Break*

November 10: Veteran's Day / November 22-24: Thanksgiving Break / Dec. 18 – Jan. 1: Winter Recess *

January 15: Martin Luther King Day / January 26 - Smile Conference / February 16 & 19 Presidents Day

March 12-16: Spring Break * / March 30 & April 2: Spring Holiday / !! Join us for SUMMER RECREATION * !!

Break Programs (*Reg. begins 30 days prior) FALL: Oct. 10-13 / WINTER: Dec. 26-29 / SPRING: Mar. 12-16

PROGRAM TERMS & CONDITIONS

WEEKLY ATTENDANCE FEE PAYMENT – After enrollment, **weekly participation fees are due by 1:00 P.M. the first day of attendance of that week.** When payment is not received by 1:00 P.M., late payment fees will apply and participants may be unable to attend the program that afternoon (PM participants) and/or the following morning (AM participants). **Payments received after 1:00 P.M. the first day of attendance that week incurs a \$10 late fee.** No payments are accepted at program sites. Payments can be accepted on-line, by phone, or in person at The Cove or OYCC (Oscar Yrun Community Center).

ABSENCES – IF your child/ren will be ABSENT FROM SCHOOL or NOT ATTENDING the program on a given day please notify us: KidsWorld@SierraVistaAz.gov

PERSONAL ITEMS - . **CELL PHONES AND OTHER PERSONAL ITEMS SHOULD NOT BE USED AT THE SITE..**

MEDICATIONS – Medications are not allowed on site, except for asthma inhalers and Epi-pens. These must be left with staff, and participant must self-dose.

REFUNDS/CREDITS – For attendance fees paid in advance, notification must be received **before 1:00 P.M. Monday** (Tuesday if Monday is a holiday) to receive a credit/refund for a child not attending that week. **PLEASE SEND REQUEST/NOTIFICATION to KIDSWORLD @ SIERRAVISTAAZ.GOV** A 15% administrative fee applies to refunds. 100% credit is received if applied as a "Household Credit" within SV Leisure Services. No refunds/credits will be given for absences, sickness, or any time missed during the current week of participation. The initial \$10 program registration fee is non-refundable once processed.

EARLY DROP & LATE PICK-UP – No drop-offs before 6:40 a.m. for the before-school program. The PM Program ends at 5:45 p.m., late pick-ups will be charged \$10 for every 15 minutes (**5:46-6:00= \$10, 6:01-6:15 = \$20, etc**). All fees are per child. OFFICIAL TIME IS KEPT ON SITE. Failure to pay the weekly or other fees assessed may result in the child being withheld from the program. Multiple late pick-ups may result in suspension/removal from the program. Please call the OYCC at (520) 458-7922 or The Cove (520) 417-4800 to let staff know if you will be late, or to leave any message for the program sites.

SIGN-IN/OUT – Daily attendance is tracked for program purposes; we ask that all participants be signed-in (AM)/signed-out (PM) daily by someone on the program registration form. We cannot physically restrain participants who choose to leave the program of their own volition.

BEHAVIOR MANAGEMENT—The staff strive to deal with the children in a fair and appropriate manner. We promote a "hands-off" discipline approach, so all program **participants must be able to respond to verbal direction** from staff. Emphasis is placed upon each child taking responsibility for his/her own behavior. Participants do not have the right to interrupt the activity of, or endanger, other children. If a child is ever having trouble with another participant, they should notify a staff member for help. We are dependent upon parental support in helping us reinforce appropriate behavior. In the event of time missed from the program for behavioral issues, there is no refund or credit. Behavioral problems will be generally approached in the following progressive manner:

Verbal Warning/Redirection • Time Out/Loss of Privileges • Short Term Suspension

If problems persist, the child may be placed on a long term suspension, or be removed from the program. There is no refund/credit if a participant misses time due to disciplinary measures. Extreme behaviors that put a child, or those around them in danger, may accelerate this process. These include, but are not limited to:

Leaving the Program/Area Improperly * Throwing Objects * Inappropriate Physical Contact * Inappropriate Language * Disrespect to Staff

RECEIPTS/TAX ID# – A receipt will be issued for each program payment you make, please retain it for your records. The City Tax ID Number is **86-6005496**

FOR PROGRAM NEEDS: Please email KidsWorld@SierraVistaAz.gov /call the OYCC (520) 458-7922.

Important Program & Payment Reminders:

Kid's W.O.R.L.D. Before & After School Recreation 2017-18

Need to report an absence? Refund/Credit Request? Question? Concern? Compliment!

>>> NEW EMAIL >>> You can now reach us *FAST* at:

KidsWorld@SierraVistaAz.gov

**After enrollment, participation fees are due by
1:00 P.M. the FIRST DAY of attendance that week.**

ABSENCES – IF your child/ren will be ABSENT FROM SCHOOL or NOT ATTENDING the program on a given day please notify us: **KidsWorld@SierraVistaAz.gov**

You authorize your child to attend the program and let us know what days they are registered for when the weekly participation fee is paid. For the safety of the participants we cannot simply guess or assume. Attendance rosters are created so the staff can know which children to expect. **If not signed-up by 1:00 p.m., they may NOT be included that afternoon (PM participants) and/or the following morning (AM participants) and may be re-directed to the school office.** Late fees will also apply as follows:

Payments received after 1:00 P.M. the first day of attendance incur a \$10 late fee.

!!Parents, please help us by registering on time each week.

Don't wait until the last day or minute to make payment!!

REFUNDS: To receive a refund/credit on pre-paid fees for a child not attending that week, please notify us by 1 PM MON at:

KidsWorld@SierraVistaAz.gov

Use these (3) convenient options (payments are not accepted at the activity sites):

- 1) On-Line** with Visa/Discover/MasterCard/American Express (see reverse for details)
- 2) By Phone** with Visa/Discover/MasterCard/American Express @ The Cove or OYCC
- 3) In person** at the Cove (open Saturday's) or OYCC with CC / Cash / Check

Oscar Yrun Community Center (520) 458-7922, 3020 E. Tacoma

"The Cove" in Veterans Park (520) 417-4800, (open most Saturday's too!)