



Jefferson Parks and Recreation AfterSchool 2019-2020

Please Print Clearly! Each participant must have their own form.

Child's Name _____ Sex _____ Age _____ Birth date _____

Mailing Address _____

City/Zip _____ Home Phone _____

Child's School _____ Grade _____

Mother's Name _____ Home Phone _____

Mother's Work Phone _____ Mother's Cell Phone _____

Please list cell phone provider AT&T, T-Mobile, Verizon or Other;

Work Address _____

Father's Name _____ Home Phone _____

Father's Work Phone _____ Father's Cell Phone _____

Please list cell phone provider AT&T, T-Mobile, Verizon or Other;

Work Address _____

Living Arrangements _____ Email address: _____

Emergency Contact Other Than Parents:

Name: _____ Relation: _____ Home Phone: _____

(Emergency contact should be someone other than a parent/guardian in the event that we are unable to contact you.)

Cell Phone: _____ Work Phone: _____

Medical Problems or Allergies: _____

Child's Physician/Clinic _____ Phone _____

Any Special Needs: _____

T-Shirt Size: YS YM YL AS AM AL AXL

Can Child Swim Yes No

After School Fees (Pre-K-8th grade or 5-14 years old):

AfterSchool Weekly

\$45.00

Daily fees are non-refundable nor transferable.

*** There is a non-refundable application fee of \$30.00 **City** /\$50.00 **County** per child.

**** Fees are due the Monday before the week in which your child plans to attend, one full week in advance. This includes daily rates as well. If a payment is not made before the scheduled week, your child will not be allowed to attend camp until payment is made. There is a \$15.00 late fee if payment is not made according to our schedule. **Payments are only taken through auto-draft of debit or credit cards.** All payments will run consecutively for the term of the school year and will not stop for school holidays, closings or cancellations.

AfterSchool Hours: Monday – Friday 2:30pm-6:00pm

(A fee of \$1.00 per minute per child will be assessed to those not picked up by 6:00pm.)

Office Use Only

Date Received _____

Registration Fee AfterSchool Fee \$45.00

(Circle One) Check# _____ Cash Debit Card Money order # _____

Amount paid\$ _____ Description of what they are paying for _____

Jefferson Parks and Recreation
AfterSchool 2019-2020 Participant Health Information

Child's Name: _____ Sex _____ Age _____

Parents Name and Phone #: _____

Child's Physician / Clinic: _____

Phone #: _____

Local Medical Facility:

Has participant been hospitalized or had operations, serious injuries, fractures, etc. in the past five years?

No _____ Yes _____

Give dates and details: _____

Does participant have any chronic or recurring illness or conditions? (This includes allergies, physical problems, mental health disorders, mental retardation and developmental disabilities)

Should any activities be limited? _____

Description of any special procedures to be followed in caring for the child, including special services in which the Jefferson Parks and Recreation Department agrees to provide to a child with special needs?

Suggestions on health related information for AfterSchool personnel:

Participant Immunization History (All forms expire annually)

* Please provide a current copy of your child's Immunization / Booster record. For your convenience you may have your Doctor's office email a copy to us at hstewart@cityofjeffersonga.com . New records must be obtained each year for Jefferson Parks and Recreation Department's Childcare programs.



Immunization Exemption Policy AfterSchool 2019-2020

The Jefferson Parks and Recreation Childcare Department, in order to maintain a safe environment for our participants, does not allow children who do not have current immunization records on file to attend our programs. The JPRD follows the Georgia Department of Health: [Immunization Guidelines for Schools and Childcare Facilities](#). You can find this guideline by following this link:

<http://dph.georgia.gov/sites/dph.georgia.gov/files/Immunizations/IPC-Form-3258-Imm-Guidelines.pdf>

Georgia law allows for two types of exemptions from the immunization requirements: **medical** and **religious**. Each child must have one of two items on file—either a valid Georgia Immunization Certificate (Form 3231) or a signed, notarized statement, which is called an affidavit of religious exemption. Please see the Georgia Department of Health: [Immunization Guidelines for Schools and Childcare Facilities](#) for further explanation of these exemptions.

The JPRD Childcare Department must have these exemptions on file for your child to attend our programs. The JPRD reserves the right to refuse participation in our program if the proper exemption forms are not received.

Thank You,

JPRD Childcare

Jefferson Parks and Recreation

AfterSchool 2019-2020

Pick-Up List

Please list all people authorized to pick up your child. *NOTE: We will not release your child to anyone who is not listed on this form. DO NOT put anyone on this form that cannot pick up your child. They will be required to show a photo I.D. if other than parent. If both parents are listed on the registration form, that indicates to us that either parent is authorized to pick-up your child unless noted. PLEASE let us know as soon as possible of any changes. For any changes, even one day only, the director must be notified in writing with your signature. I also understand that should an authorized person arrive to pick up my child that exhibits behavior as if under the influence of drugs or alcohol, the Jefferson Parks and Recreation staff reserves the right to not release my child to that individual. The police and/or DFACS may be contacted if another alternative is not reached. I understand that the responsibility that Jefferson Parks and Recreation has for my child ends when an authorized person or myself has signed out my child from the program. I understand that I am not to leave my child at the program site unless released to a program staff member who is there to supervise my child. I also understand that the program staff is not allowed to baby-sit or transport children at any time or for any reason outside of AfterSchool.

1. _____ Relationship _____

Address _____ Phone # _____

2. _____ Relationship _____

Address _____ Phone # _____

3. _____ Relationship _____

Address _____ Phone # _____

4. _____ Relationship _____

Address _____ Phone # _____

Please list any person(s) who DO NOT HAVE permission to pick up your child.

1. _____ Relationship _____

Address _____

2. _____ Relationship _____

Address _____

I have received, read, and understand the Jefferson Parks and Recreation AfterSchool 2019-2020 Parent Legal Guardian Authorization form.

Signature

Date

Jefferson Parks and Recreation
AfterSchool 2019-2020
Program Waiver

The undersigned acknowledges and agrees to the following:

1. I understand the Jefferson Parks and Recreation Department assumes no responsibility for injuries or illness which I or my child may sustain as a result of physical condition or resulting from participation in any athletic activities, sports programs, the use of any equipment, exercises, or other activities while on the property of or in conjunction with any activity held, coordinated or sponsored by the Jefferson Parks and Recreation Department. In consideration of the privilege of participation at the Jefferson Parks and Recreation Department, I hereby voluntarily release and discharge the Jefferson Parks and Recreation Department, its officers, directors, employees, agents, and/or servants from any claims whatsoever, including that of injury, illness, death, loss or damage which I or my child may suffer as a result of my/his/her participation in these activities. I understand that no accident or medical insurance is provided with these activities. I fully indemnify and hold harmless the Jefferson Parks and Recreation Department, its officers, directors and employees from any and all claims.
2. Jefferson Parks and Recreation Department's AfterSchool Programs are not licensed by the state of Georgia nor are they required to be because of exemption. For more details visit www.decal.ga.gov or call 404-657-5562.
3. While the Jefferson Parks and Recreation Department will make every attempt to provide reasonable accommodations for mentally and physically challenged children and adults, the Jefferson Parks and Recreation Department will not accept children or adults that are (a) of danger to themselves, (b) of danger to others, or (c) a disruption to the normal activities making it unreasonably difficult for other children or adults to enjoy Jefferson Parks and Recreation Department programs and activities. Any of the above reasons will be grounds for dismissal from Jefferson Parks and Recreation Department programs and activities. We strongly recommend that you discuss with Jefferson Parks and Recreation Department staff any special conditions or circumstances involving your child or an adult member in your household. We request that you do this PRIOR to registration so that we can advise you as to whether we can make a reasonable accommodation for your child or adult household member.
4. I understand the Jefferson Parks and Recreation Department is not responsible for personal property lost or stolen while members and/or program participants are using Jefferson Parks and Recreation Department facilities, participating in Jefferson Parks and Recreation Department activities, or on Jefferson Parks and Recreation Department premises.
5. I give my permission to the Jefferson Parks and Recreation Department for the use of photos and slides that may be taken of my child or of myself and to use, without limitation or obligation, photographs, film footage, or tape recordings which may include either my image or voice or the image and voice of my child for purposes of promoting or interpreting Jefferson Parks and Recreation Department programs.
6. In the event of an emergency and my emergency contact person cannot be reached, I hereby give permission to the physician selected by the Jefferson Parks and Recreation Department to hospitalize, secure proper treatment for, and to order injections, anesthesia or surgery for the individual named on this application.
7. I understand that no accident or medical insurance is provided with this activity.
8. By signing below, I agree to allow my child to participate in the above program. I hereby release, absolve, and hold harmless the City of Jefferson, the Jefferson City School System or its affiliates, Jefferson Parks and Recreation Department, as well as its affiliates, for any and all claims of personal injury, property damage, death, or other damages sustained while participating in a departmental program and/or traveling in a City/Recreational vehicle/bus. The above referenced youth has my permission to be transported by the Jefferson Parks and Recreation staff or the Jefferson City School System or their affiliates in approved vehicles.
9. I understand it is my responsibility to keep the Jefferson Parks and Recreation Department staff advised of significant changes in enrollment information concerning any information on the registration form such as phone number, physicians, medical concerns, etc. I also understand that any changes must be made in writing and submitted to the Jefferson Parks and Recreation Child Care Director.

Signature _____ Date _____



Jefferson Parks and Recreation Department Child Care Zero Tolerance Policy

The Jefferson Parks and Recreation Department strives to create and maintain a safe and positive environment for all of our childcare participants and staff. However, there are times when behavioral issues arise and must be dealt with in order to keep this goal intact.

PARTICIPANT ELIGIBILITY: In order to be eligible to participate in the Jefferson Parks and Recreation Department's AfterSchool Program participants **MUST** be able to function in a high-paced group setting without individualized attention (one staff person for every twelve children ratio) and they **MUST** be able to understand and comply with the behavioral rules and regulations.

The zero tolerance policy of the Jefferson Parks and Recreation Department states that there is a 3 strike rule for any behavioral issues resulting in suspension within each season of offered child care. The seasons for childcare are defined as the after school season, which refers to any time that our after school program is in operation, and the summer camp season, which refers to any time that our summer camp program is in operation. The transition to after school from summer camp and vice versa signifies the transition to a new child care season. If a child gets 3 write ups resulting in suspensions within a season, then they will be expelled from the current season of childcare until the next season starts. For example, if a child is suspended 3 times during the after school program, then they will be expelled from the after school program until the summer camp program begins, and the reverse is true for suspensions occurring during the summer camp program. Upon returning to the childcare program after an expulsion from the previous season, that child will be in a probationary period for 3 months. If they get a write up resulting in a suspension during this probationary period, they will no longer be allowed to attend any child care program at the Jefferson Parks and Recreation Department.

If there is an occurrence where a child has returned to the child care program after being expelled from the previous season and receives 3 write ups resulting in suspensions again, assuming the probationary period has passed, that child will no longer be allowed to attend any child care program at the Jefferson Parks and Recreation Department again.

I have read and understand the zero tolerance policy and will abide by the policies and procedures of the Jefferson Parks and Recreation Department in the handling of these matters.

Parent Print Name

Parent Signature

Childcare Director Signature

JPRD Director Signature

Mission Statement: The Jefferson Parks and Recreation Department is dedicated to providing long term, quality, safe, and diverse recreational opportunities to all participants. We encourage a sense of creativity, teamwork and achievement by promoting good physical, social and mental wellness.



Jefferson Parks and Recreation Department Childcare Program Enrollment Agreement:

Child's Name: _____

Program Policies Contract

Jefferson Parks and Recreation Department's Before & AfterSchool Programs are not licensed by the state of Georgia nor are they required to be because of exemption. For more details visit www.decal.ga.gov or call 404-657-5562. Our programs are devoted to providing a service that eases the burdens of parents and guardians while creating enjoyment and excitement in the life of all children within the program. Counselors utilize structure, organization, and understanding when working with children and parents to create a safe, fun environment for all students to develop. This contract exists to inform parents and guardians about the guidelines that the program follows to ensure low cost and high quality and to provide awareness of program policies and procedures.

Operation:

- Hours: 2:00 PM- 6:00 PM daily
- The Childcare program is open during many of the holidays for which the schools are closed. This schedule is posted on the website www.jeffersonrec.com/childcare. Days the program is closed: Memorial Day, Fourth of July, Thanksgiving Day, Christmas Eve, and Christmas Day.

Payment:

- The Jefferson Parks and Recreation Department Before & AfterSchool program operates on a prepayment basis. Payment is required the Monday before the week of attendance, one full week in advance. Payments are **non-transferable** and **non-refundable**.
- All participants are required to have their account paid through auto-draft of either a debit card or credit card.
- The required weekly payment will run consecutively for the term of the school year and will not stop for school holidays, closings or cancellations.
- The Application Fee for Jefferson City residents is **\$30.00** & for County residents it's **\$50.00**
- If you register your child for a full week Of AfterSchool (full week is 3 or more days) then you will pay **\$45.00** per week.
- If you register your child for one day a week then you will pay the daily Fee of **\$12.00 per day** for AfterSchool
- If you register your child for 2 days a week then you will pay the daily Fee of **\$24.00 per week** for AfterSchool.
- The Jefferson Parks and Recreation Department operates on a first come, first served basis, and by filling out this contract, you acknowledge that you are reserving your child(ren)'s spot in our program. You are also aware by the nature of this agreement that we are a pre-pay service and will not provide services unless payment is made according to the AfterSchool payment schedule. We anticipate attendance based on your own pre-payment /scheduling submissions. There will be NO REFUNDS NOR TRANSFERS of monies paid if you decide not to send your child(ren) to AfterSchool according to this agreement. Payments are only taken through auto-draft of debit or credit cards. All payments will run consecutively for the term of the school year and will not stop for school holidays, closings or cancellations.

Late Fees:

- Failure to pay in advance according to our payment schedule posted online and by the office will result in a **\$15.00 late fee per child**. If your account falls behind or you believe your account is inaccurate, you must 1st pay all fees due, then your account will be credited back the proper amount if an error is found. There will be a late pick up fee of **\$1.00 per minute per child** past **6:00 PM**. We will assess all late fees on Jefferson Parks and Recreation Department, time so please make certain your clocks coincide with the Childcare clocks.

- If you are late picking your child up from the AfterSchool program, then it is your responsibility to make sure that **late fees are paid that same day**. Your child will NOT be able to return to our program until all late fees are processed. No exceptions. Also, participants will be dismissed from the program after **3 late pick-ups**.

Account Statements:

- If at any time it is required to print out a full statement of your account to verify records, you will be charged an administrative Fee of no more than **\$20.00 per family per request**.

Violations & Consequences of Prepay Expectation:

- Failure to prepay prior to your child's participation- after two weeks of non-payment, your child's position will be terminated from the program.
- Issuance of post-dated checks will not be accepted and a late fee may be applied.
- Returned checks- after 2 returned checks you will be required to make payments in cash.
- In the event that any of the above violations of prepay expectations are committed, you will be required to sign a "Failure to Prepay Notification" and **immediate payment** will be required in the form of cash or money order, which may include a **\$25 returned check fee**. Your child may continue to participate in the Childcare program when payment is satisfied. The **4th offense** will result in your child's termination from the program.

Withdrawal Policy:

- The Jefferson Parks and Recreation Department operates on a first come, first served basis, and by filling out this contract, you acknowledge that you are reserving your child(ren)'s spot in our program. You are also aware by the nature of this agreement that we are a pre-pay service and will not provide services unless payment is made according to the AfterSchool payment schedule. We anticipate attendance based on your own pre-payment /scheduling submissions. There will be NO REFUNDS NOR TRANSFERS of monies paid if you decide not to send your child(ren) to AfterSchool according to this agreement. You may withdraw your child (ren) by notifying us two weeks in advance and by completing our withdrawal form. **Please note-**You will be responsible for all fees until your child (ren) have been withdrawn.

Babysitting:

- Soliciting counselors for personal childcare use outside of Jefferson Parks and Recreation Department's Program is prohibited.

Certifications:

- Physical activities
 - I give permission for my child to participate in physical activities that may include but are not limited to running, walking, hiking, a variety of age appropriate games, outdoor exercise, and games involving equipment accompanied by Jefferson Recreation Department's Childcare personnel.
- Transportation
 - I give permission for my child to participate in and to be transported to field trips, to and from school, educational excursions and other Childcare sponsored activities while under proper Jefferson Recreation Department's Childcare personnel at all times. I will be given notice for each off-site field trip. Off-site field trips and all transportation of children will meet Jefferson Parks and Recreation's Childcare standards expressed in the Childcare Handbook.

Water Activities

- I give permission for my child to participate in supervised water activities, including water activities at the center. I will be given notice for all off-site water activities, excluding daily trips to the city pool. Water activities will meet Jefferson Parks and Recreation’s Childcare standards expressed in the Childcare Handbook.

Photographs/videotape

- I give permission for my child to be photographed and videotaped in the center and during the program functions and field trips. I understand that photographs/videos may be taken by Childcare staff or by other parents/guardians. This includes photographs/videotape for promotional purposes.

Parents Responsibilities:

- Please note your name, child’s name, and time frame of payment.
- To prepare to pay a week in advance.
- To notify Childcare Program if there is going to be any change in attendance.
- To make certain late Fees are paid that same day.

I, _____ certify that I have read, understand, and accept all of the terms and conditions described in this agreement.

I, _____ have received, read, and understand the Jefferson Parks and Recreation Department Parent Handbook and the policies found therein.

This agreement will be effective as of June 1st, 2019.

I, _____, agree to pay the Jefferson Parks and Recreation Department’s AfterSchool Program’s Fees of _____ every week for as long as my child(ren) participate in the program and also understand that I will be responsible for all fees until I fill out a withdrawal form two weeks before my child(ren)’s last day.

Primary Parent/Guardian’s Signature	Director/Supervisor’s Signature
Date	Date

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