

Name:		
Date of Birth:	Age:	Sex: School:
Address:		
City, State, Zip Code:		
Parent/Guardian 1:	Cell Phone:	
Email:	Alternative Phone:	
Parent/Guardian 2:	Cell Phone:	
Email:	Alternative Phone:	
PICK UP LIST		
NAME	RELATIONSHIP	PHONE NUMBER
EMERGENCY CONTACT LIST		
NAME	RELATIONSHIP	PHONE NUMBER

Medication: No Yes *If yes, please complete an additional mediation form at the front desk.*

Allergies: No Yes *If yes, please list:* _____

Does participant require any accommodations? No Yes *If yes, please list:* _____

Fees: - I understand that Day Camp is a pre-pay program and that all fees are due by Wednesday for the following week. Payments may be made in cash (exact amount only), money order, check, debit card or credit card. If payment is not made by Wednesday at 6:00 pm, your reservation will be canceled.
 :No refunds *will be granted for suspension or removal from the programs. (No exceptions)*

Initials

Late Pick-up Fee: I understand that a \$5 late fee will be charged for every ten (10) minutes beginning @ 6:01 pm the participant remains at the site.

Initials

Absenteeism: I understand that no credit is given when a child is absent from the program without at least notice to the Front Desk staff the Wednesday of the week prior.

Initials

Sign-In/Out: I understand that each child must be signed in and/or out daily. The only person(s) authorized to pick up the child are those listed on this form and a photo ID must be shown.

Initials

REFUNDS/TAX INFORMATION

Programs are self-funded with staff casts covered solely by participant fees. Therefore, we are unable to offer credit or refunds when participants are periodically absent from the program. This policy will enable us to continue offering participants the same high quality standard of supervision. We can offer a credit or refund with at notice by the **Wednesday** prior to the Front Desk staff. Please note the refund process takes approximately four to six weeks.

Clark County Parks and Recreation is a non-profit governmental agency. You are responsible for retaining copies of all receipts for your IRS financial records. Clark County's Tax ID number is 88-6000028. _____(Initial)

GENERAL PROGRAM GUIDELINES

Participants must be at least 5 years of age and have completed kindergarten in order to participate in Day Camp program.
Participants should respect staff and other participants at all times
Children must practice fair play, honesty and sportsmanship
Inappropriate behavior, horseplay, fighting, and abusive language are not allowed (see Patron Behavior Guidelines)
Eating is allowed in designated areas only
Chewing gum is not allowed
Appropriate clothing and athletic-style shoes are required (**No sandals or flip-flops allowed**).
Personal toys, game equipment, radios and musical equipment are not allowed except when pre-approved by staff
Restitution will be sought for all damage to supplies and equipment resulting from misuse or abuse
All facility rules are to be strictly followed
Our number one goal is for all the participants to be safe and have fun! _____ (Initial)

PATRON BEHAVIOR GUIDELINES

In order to ensure everyone's safety and enjoyment, participants are expected to follow the rules at all times. Staff praises and encourages desired behavior in the hope that participants will be aware that positive behavior will receive more attention than negative behavior. When this practice is ineffective, further action will be taken Listed below are examples of inappropriate behavior. which will not be allowed:
Abusive language and inappropriate gestures: The use of foul or unkind words, inappropriate gestures toward participants, staff or other person(s)
Fighting/assault: Injuring another participant, staff or person(s) through an inappropriate action
Disrespect of staff and other patrons: Talking back or not listening to staff members, disregarding staff directions and/or displaying discourteous behavior
Misuse of property: Improper care of equipment or items that belong to the department or site location, abuse of items belonging to others
Stealing: Removal of property belonging to Clark County, the facility or other participants without permission
Spitting: Spitting on property, equipment, others or self _____ (Initial)

POSITIVE/PROGRESSIVE DISCIPLINE

Staff will take the following positive and progressive discipline steps to get a child back on track when addressing discipline matters:
1. Separate the participant from the group and explain why the behavior is inappropriate. Inform the participant what they need to do to correct the problem. Explain the consequences if the problem persists.
2. If a problem persists, the participant will be asked to sit in quiet time (QT) for no longer than 10 minutes. During quiet time, the participant will be asked to complete a QT Report. This report must be signed by the parent or guardian. Staff will assist younger participants with the QT report.
3. If the behavior is not corrected following steps 1 and 2, the participant will again be placed in QT. The leader will again speak with the child about correcting the situation. The Program Supervisor will contact the parent or guardian who will be requested to assist the leader in resolving the problem. Actions, which are more serious in nature: such as fighting, stealing or repeated behavioral problems may result in suspension from the program. _____(Initial)

INCLUSION/INTEGRATION

Clark County Parks and Recreation welcome's the participation of individuals of all abilities in its programs. Department staff fully complies with the Americans *with Disabilities Act* by making reasonable accommodations to encourage participation in programs and activities. Please contact the Program Supervisor or Recreation Specialist at your program site two weeks prior to the program start to make arrangements. TDD services for hearing impaired are available at 1-800-326-6863. _____ (Initial)

SUSPENSION POLICY

One-Day Suspension: A one-day suspension will be imposed when a problem(s) cannot be corrected using the above steps or when the severity of the behavior warrants immediate removal. Staff will contact the parent or guardian to pick up their child immediately once a one-day suspension has been issued. The suspension will be in effect the following program day.
Multiple Day Suspension: A multiple-day suspension will be imposed when the inappropriate behavior continues after a one-day suspension or in the case of a more serious infraction.
Removal From the Program: Following multiple day suspensions or serious incidents, a participant may be removed from the program, in addition to other youth programs offered through the department. Participants whose behavior endangers the safety of themselves or others will be immediately removed from the program.

PHOTO RELEASE

By registering for any Clark County Parks and Recreation program, I agree to allow publication of photos or video taken of my child/children or myself at any program, event or facility associated with the Clark County Parks and Recreation Department. _____(Initial)

_____, acting on behalf of myself or my minor child do expressly and forever waive and release Clark County, Nevada, Department of Parks and Recreation and all their respective officers, employees, agents, or representatives from any and all liability for personal injuries or damages sustained, incurred, or arising from participation in any Parks and Recreation activity

PARENT/GUARDIAN SIGNATURE

DATE