



CHILDREN'S RECREATION CLUB

Child Admission Form

Date of enrollment: _____

Child's Name: _____

General information:

Date of Birth: _____

Home Address: _____

Phone Number: _____

Guardian Information:

Guardian Name: _____

Cell Number: _____

Email: _____

Address (if different from child): _____

Employer: _____

Employer Address: _____

Employer Phone Number: _____

Guardian Information:

Guardian Name: _____

Cell Number: _____

Email: _____

Address (if different from child): _____

Employer: _____

Employer Address: _____

Employer Phone Number: _____

Family/Home Information:

Other Children in Family: _____

(list relation) _____

Other Adults in Family: _____

(list relation) _____

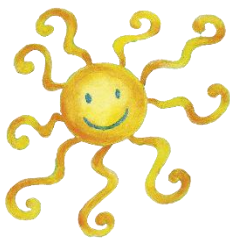
I/WE certify that all the information given on this form is correct and accurate to the best of our knowledge. I/WE promise to notify the provider if any or all information changes.

Guardian Signature

Date

Guardian Signature

Date



CHILDREN'S RECREATION CLUB

Emergency Form

If Parent/Guardian is not available:

Names and addresses of persons to be contacted and to whom the child may be released (MUST give three contacts)

Name: _____	Relationship: _____
Address: _____	Phone: _____
Name: _____	Relationship: _____
Address: _____	Phone: _____
Name: _____	Relationship: _____
Address: _____	Phone: _____

Family Physician Name: _____	Phone: _____
Address: _____	
Child's Health Card #: _____	
Hospital You Prefer: _____	

Are there any known allergies, health or medical conditions that the provider should be made aware of? _____

If yes, please describe: _____

Specific Instructions: (i.e. allergies, ongoing medication, restrictions for treatment, etc.) _____

I/WE give the Children's Recreation Club authorization to secure medical care for my child.

When I/WE cannot be immediately reached at the time of emergency, I/WE will be responsible for the emergency medical charges upon receipt of the statement.

Guardian Signature

Date

Guardian Signature

Date



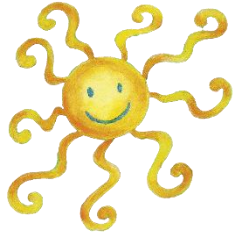
CHILDREN'S RECREATION CLUB

Parent Contract

1. I have read the CRC Parent Handbook and all other materials provided by the CRC.
2. I agree to comply with policies, rules and regulations regarding fees, vacation weeks, paid notice of withdrawal, medication clothing and other items specified by the Parent Handbook and said materials.
3. I agree to keep my child's information, address, and phone numbers up to date as required whenever any of it changes.
4. I agree to bring any problems or concerns that I may have to the Directors of the CRC so we may work together to find a solution.
5. I understand and agree with the Children's Recreation Club's Guidance and Discipline policies.
6. We are a license exempt school age program.

Parent's Signature

Date



CHILDREN'S RECREATION CLUB

Financial contract

1. Fees are due in advance of care
2. Fees are due on Monday each week whether paid online or in person at the CRC
3. All fees are calculated and billed weekly
4. Fees may be paid weekly, bi-weekly, or monthly so long as it is in advance of care given.
5. A \$35.00 fee is due for all returned checks. The check and the return fee MUST be redeemed with cash on the day we notify you.
6. Receipts will be given for CASH transactions only. Please keep a copy of your checks for your personal records.

WE DO NOT GIVE INCOME TAX STATEMENTS! SAVE ALL RECEIPTS AND COPIES OF CHECKS FROM YOUR OWN RECORDS FOR TAX PURPOSES!

Late Fees

1. Late fees are \$8.00 per child for any part of each 15 minute increments past 6:15 pm
1 min – 15 mins = \$8.00 per child 16 mins – 30 mins = \$16.00 per child
2. Late fees are due in full before any further care is given

Full Days and Early Dismissal During School Year

1. Full day fee is \$10.00 per day per child in addition to normal weekly fee
2. Early dismissal fee is \$7.50 per day per child in addition to normal weekly fee.

Attendance and Absentee Sheets for Full Days and Early Dismissal Days

1. Absentee sheets will ALWAYS be on the front counter
2. If your child is not signed as absent by the date listed, you will owe the fees for these days, regardless of attendance.

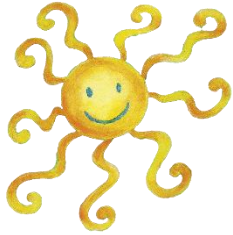
The undersigned agrees to abide by this contract as legally binding.

Parent Signature

Date

Parent Signature

Date



CHILDREN'S RECREATION CLUB

Bus Release

My child is enrolled at the Children's Recreation Club of Chatham. I agree that Ball-Chatham School District will provide transportation to and from school for my child. My child may arrive at the CRC to catch the bus and return to the CRC from school on the bus as well, walking in and out of the front door to do so.

I further understand and agree that the Children's Recreation Club is not legally responsible for my child after he/she leaves the building for school. Nor is the CRC legally responsible for my child until he/she returns to the building after school.

I also accept responsibility for notifying BOTH the Children's Recreation Club AND the school when my child is not going to be in attendance.

Parent's Signature

Date

Transportation Release

My child is enrolled at the Children's Recreation Club of Chatham. I agree that the Children's Recreation Club has permission to transport my child to and from Ball Elementary School.

Parent's Signature

Date



CHILDREN'S RECREATION CLUB

Guidance and Discipline

We believe that discipline helps children build good behavior. We will help the children understand the rules here, remind them, and redirect them when necessary. There are times when children may endanger themselves or others by their actions. We have specific behavior guidance steps we follow in these instances.

Logical Consequences: a child who damaged a toy may be prohibited from playing with it for a period of time, or a child who spills or throws food will be expected to help clean up.

Verbal Reminder: a brief verbal behavior guidance reminder that consists of a statement of the problem behavior, the fact that it is unacceptable, and the statement of an acceptable alternative.

Time Out: at times, a child may require time to calm down and redirect their thinking and behavior. When a time out is given, the child remains with a teacher and the time is no longer than the age of the child in minutes.

All guidance and discipline at the CRC will be developmentally related to the child and his actions. At NO TIME will any form of physical punishment be administered. Children will be made aware of the relationship between an act and its consequence. The staff expects to work in cooperation with parents in finding positive measures that will help build good behavior. We use positive verbal reinforcement to promote good behavior. We will always search for new affirmative ways to help children with behavior difficulties. Staff is expressly prohibited from using corporal, unproductive, or shaming methods of punishment.

Parent's Signature

Date



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Child Pickup Authorization

Persons Authorized for Anytime Pickup

Name: _____	Relationship: _____
Address: _____	Phone: _____
Name: _____	Relationship: _____
Address: _____	Phone: _____
Name: _____	Relationship: _____
Address: _____	Phone: _____
Name: _____	Relationship: _____
Address: _____	Phone: _____

Persons Authorized for Pickup Only with Written/Verbal Authorization from Me

Name: _____	Relationship: _____
Address: _____	Phone: _____
Name: _____	Relationship: _____
Address: _____	Phone: _____
Name: _____	Relationship: _____
Address: _____	Phone: _____

Persons Who are NOT at Any Time Authorized to Pickup

Note: Any persons unfamiliar to the provider's staff will be required to show proof of identification. Under NO circumstances will the child be released to anyone other than the guardians and those listed above without WRITTEN permission from the guardian.

Guardian Signature

Date



Guardian Signature

CHILDREN'S RECREATION CLUB

Date

Permission to Photograph

I, _____, give permission for the Children's
(Parent/Guardian Name)

Recreation Club to photograph my child, _____,
(Child's Name)

for the following purposes:

Type of Use	Grant Permission	Decline Permission
Still Photographs:		
Display in provider's personal scrapbook		
Give photographs your child is a part of to current clients		
Display in facility scrapbooks or bulletin boards shown to current and perspective clients		
Display still photos on facility website		
Use still photos in promotional materials		
Videos:		
Give videos your child is a part of to current clients		
Display video on facility website		
Use video in promotional materials		
Other (please list):		

Parent's Signature

Date

