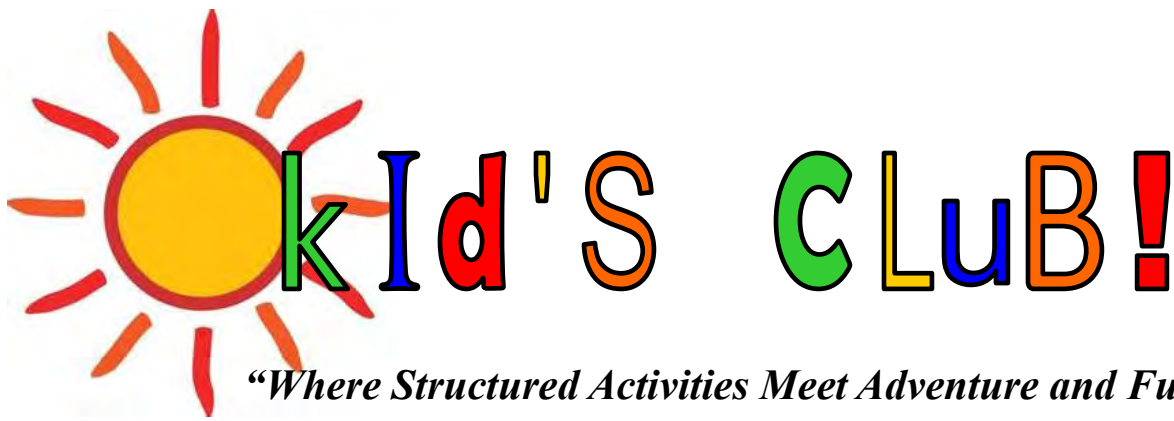




Morning and Afternoon Care

**PARENT
HANDBOOK
2011-2012**



“Where Structured Activities Meet Adventure and Fun”

The Gray Recreation Department is excited to announce the beginning of a new program—Kid’s Club.

Kid’s Club is a friendly, safe environment where children are guided in stimulating opportunities that spark creativity, curiosity and success. Structured daily periods of free time, gross motor activities, arts and crafts and enrichment opportunities are designed to increase their self esteem, discover imagination, develop tolerance and patience, widen responsibility and enjoy social time with both peers and staff.

The before school time is a quiet, relaxed time to meet with friends and enjoy activities. While morning will not be as structured as the afternoon, the option for homework help, reviewing for tests, assistance with reading and time for board games, solving puzzles and small art activities will be focused on each morning.

The afterschool hours are broken up into blocks of free play and small group directed activities, allowing for development of both cognitive and social skills. The staff’s role is to provide materials, activities and structure so that while on site, the children will be strengthening these skills. The staff prepare monthly activity plans well in advance as a way to ensure the program is continuously changing and growing.

Our goal is to provide a place where children can become independent, self reliant and resourceful members of the community. We provide them with the guidance necessary to develop capable reasoning and thinking in order to problem-solve and make good choices. We facilitate them to be ready for the challenges they may face as they confront life’s issues.

Kid’s Club is located at Newbegin Gymnasium, 22 Main Street, Gray. Some of the activities scheduled will include: Intramural sports and other activities in the gym and sporting fields surrounding the gym, arts and crafts, health and nutrition activities, homework help time, quiet time, free play and more.

The Gray Recreation Department reserves the right to modify, without notice, any information contained within this Parent Handbook.

The program follows the MSAD 15 school calendar. Kid's Club is closed during the summer months (Parks and Recreation does provide a Summer Day Camp Program), most holidays and December vacation week. Parks and Recreation provides a vacation camp during the February and April School vacation weeks– if a minimum amount of participants are met.

Kid's Club is open during in-service days and for extended hours during early release days. We are not open during snow storms when MSAD 15 cancels school.

A calendar is provided with this handbook for your convenience.
(Please see page 9).

Communication between parents and staff is essential in creating a program that not only meets the parent's needs, but also provides an enriching and comfortable environment for the children. It is our goal to meet with parents whenever necessary– please know we are available to schedule meetings at your request.

We are hoping Kid's Club will be....

- A place to learn and try out social skills, conflict resolution and problem solving.
- A home away from home– cozy, well-organized and personalized.
- A place to build a sense of community and togetherness.
- A place to build a sense of competency– all time for challenges and for practice through process and choice.
- A safe, relaxed atmosphere where children can be themselves and pursue their own interests.
- A place where there is guidance of proficient adults who strive to be exceptional role models.
- A place that offers opportunities to pursue interests, practice structuring free time, develop a sense of responsibility and ownership toward their program and space.
- A place to learn tolerance and patience with others and situations.
- A place for children to learn to make conscious, well thought out choices: conflict resolution with peers, decisions in choosing field trip or extra curricular opportunities (budgeting vs. wishes), space and time management.
- A place where there are opportunities for critical thinking and problem solving– what the Kid's Club rules and expectations should be, or what to do if children have a complaint or concern about something, either at Kid's Club or in some other area of their lives.
- A place for children to boost their self-esteem and provide them with a sense of self within a larger group.
- A place for fun!

Sample Daily Routine

Kid's Morning Club:

7:00am to 8:30am

This is a quiet, relaxed time to meet with friends and enjoy activities such as reading books, solving puzzles, playing games, small art activities and reviewing homework. Children may bring healthy breakfast items from home if they chose and can enjoy them in our snack area.

Morning Clubs will begin after members have met with staff and developed their ideas. Some suggestions of “quiet clubs” might include (but are not limited to):

Board Game Club

Breakfast Smoothie Club

Puzzle Club

Book Club

Kid's Afternoon Club:

2:00pm

Grade 5 and 6 buses are met by Staff, attendance is taken for each group. This is a transition time consisting of snack time, free choice and/or outdoor play.

2:30pm Grade 5 and 6 Clubs meet and rotate (length of time will vary).

3:30pm

Kindergarten through Grade 4 buses are met by Staff, attendance is taken for each group. This is a transition time consisting of snack time, free choice and/or outdoor play.

4:00pm Kindergarten through Grade 4 Clubs meet and rotate (length of time will vary).

4:30-5:30pm

Clubs finish up and children assist in picking up and straightening the Kid's Club space. As the group size decreases, Staff will take their cues from the children on how to spend the remaining time. Opportunities may include stories/quiet reading, games, puzzles, homework or perhaps some more outside play time.

All children will participate in a guided activity each day. Our goal is provide a variety of Clubs throughout the week to incorporate both gross and fine motor skills and activities that allow for development of both cognitive and social skills.

The Staff's role is to guide in selecting Clubs, provide materials and structure so that the children will continuously be involved and interested.

A “*small sampling*” of the Clubs Members can create and take part in....
We’ll let our imaginations take us away.



Art Club	Balloon Club	Ooey Gooey Club
Color Club	Dance Club	Exciting Experiment Club
Zumba Club	Pinata Club	Collectors Club
Earth Club	Fort Club	Scrapbook Club
Recycle Club	Game Show Club	Homework Club
Unda da Sea Club	Snack Club	Country Club
Jewelry Club	Intramurals Club	Kite Club
Lego Club	Yo Yo Club	Games Galore Club
Money Matters Club	Board Game Club	Puzzle This Club
Book Club	Photography Club	Giving Back Club
Exercise Club	Walk the Block Club	Holiday Club
The Letter Club	The Magic Club	Harry Potter Club
Just Bugs Club	Outer Space Club	Support our Troops Club

Just some of the questions we’ll constantly be asking and having the members of Kid’s Club decide together are:

- “*What have you always wanted to learn about, wanted to try, touch, create or be a part of?*”
- “*What have you always been interested in?*”
- “*If you could try anything, what would YOU pick?*”
- “*What do YOU want to do?*”

The sky is the limit with the development of a Club; the duration of the Club could be the entire year, or just a few weeks depending on the interest and the level of the participation from the members.

General Information

We hope that you understand and appreciate our policies as they directly relate to the safety and well being of each Kid's Club Member. We look forward to your cooperation in helping us provide a pleasant and safe experience for your child.

All forms included in this handbook must be completed, signed and returned in order for your child to become a Member of Kid's Club.

Gray Parks and Recreation Department 24 Main Street, Gray Maine 04039

Main Phone: 657-2323
Fax: 657-2852

Administrative Assistant	Debbie Nickerson	ext 117	dnickerson@graymaine.org
Parks & Rec Director	Dean Bennett	ext 118	dbennett@graymaine.org
Parks & Rec Asst Director	Roger Dehetre	ext 125	rdehetre@graymaine.org

All contact concerning the Kid's Club Program should be directed to the Recreation Department's Administration in the Main Office, located at the Henry Pennell Municipal Complex. We do not allow Kid's Club Staff to handle any money on behalf of the Town. All payments should be received by the Recreation Department's Administrative Staff. Payment Information details are on Page 10. Thank you for helping us adhere to this.

GRAY RECREATION DEPARTMENT



Be Active Stay Young Have Fun

CALENDAR for 2011-2012 School Year

Wednesday, August 31	Program begins
Monday, September 5	No school / Kid's Club Closed
Monday, September 26	Early Release / Extended Care at Kid's Club
Monday, October 10	No school / Kid's Club Closed
Monday, October 24	Early Release / Extended Care at Kid's Club
Friday, November 11	No school / Kid's Club Closed
Monday, November 21	In Service Day / Kid's Club Open (additional cost)
Tuesday, November 22	In Service Day / Kid's Club Open (additional cost)
Wednesday, November 23	No school / Kid's Club Closed
Thursday, November 24	No school / Kid's Club Closed
Friday, November 25	No school / Kid's Club Closed
Monday, December 12	Early Release / Extended Care at Kid's Club
December 23- January 2	No school / Kid's Club Closed
January 16	No school / Kid's Club Closed
January 20	In Service Day / Kid's Club Open (additional cost)
January 30	Early Release / Extended Care at Kid's Club
February 13	Early Release / Extended Care at Kid's Club
February 20-24	No school / Vacation Camp (additional cost)
March 19	Early Release / Extended Care at Kid's Club
April 9	Early Release / Extended Care at Kid's Club
April 13	In Service Day / Kid's Club Open (additional cost)
April 16-20	No School / Vacation Camp (additional cost)
May 14	Early Release / Extended Care at Kid's Club
May 28	No school / Kid's Club Closed
June 18	Program Ends

Registration and Payment Information

Kid's Club requires a "membership" to participate.

Registration forms must be completed so a child can become a "member" in the program.

A \$100 fee is due at the time registration forms for membership are submitted. This fee confirms your enrollment in our program and will be used toward your last payment for the 2011-2012 Kid's Club season. *In the event that you remove your child from the program earlier than the end of the MSAD 15 school year, \$50.00 of the \$100 deposit will be non-refundable and the remaining \$50 will be applied to your balance due.*

We require that each month of service be paid in full BEFORE service is used. Please see payment deadlines on Page 19.

If tuition is not paid in full by the beginning of the first day of the month of service, your child may be unable to attend Kid's Club until all balances are rectified. We reserve the right to not allow participation in any other Gray Parks and Recreation programs if Kid's Club balances are unpaid.

ALL invoices will be sent electronically via email. Tuition will be invoiced for each member no later than two weeks prior to the first service date for the following month. It is your responsibility to make sure your email account does not block the email address of the Administrative Assistant to ensure proper delivery of your invoice. No follow up notice will be sent. It is your responsibility to ensure that payments are received on time. *If you prefer your invoice to be delivered by another method, please make arrangements with the Administrative Assistant.*

Payments can be made by cash, check, or credit card in the following manner:

- Postal mail to: Gray Parks & Recreation, 24 Main Street, Gray ME 04039 (checks only and payable to: Town of Gray)
- In person during regular office hours: M, T, W 8-4 pm, Th 8-6:30, Friday 8-2
We accept: cash, checks and credit cards in our office (with no maximum limit)
- Drop slot at the main entrance of the Town Office (checks only and payable to: Town of Gray)
- Online link to Official Payments at www.graymaine.org. (Online payments have a maximum limit of \$100)

Please note:

All credit card payments are subject to non-refundable convenience fees as determined and publicized online and at the Town Office.

Payments will not be accepted by Kid's Club Staff. They will direct you to one of the above methods.

Parents/Guardians with children enrolled in Kid's Club are responsible for providing us with accurate information at all times. Please update our records with current home, business and cell phone numbers, contact hours, and persons authorized to pick up your children. Changes should be made directly with Kid's Club Staff. If you have any questions or concerns, please contact Debbie Nickerson, Administrative Assistant and Kid's Club Coordinator.

General Information

Hours of Operation

Kid's Club follows the MSAD 15 school year calendar, including unforeseen school delays/cancellations. Please keep this in mind as we begin the season of inclement weather. **If MSAD 15 closes for a snow day or sends the children home early due to a non-scheduled reason, Kid's Club will also be closed.** Please listen to the news/radio stations for word of cancellations for MSAD 15 and use this as a guide.

- Kid's Morning Club will be open from 7:00am until 8:35am.
- Kid's Afternoon Club will be open from 2:00pm until 5:30pm.
- Scheduled Early-Release Days- Kid's Club will provide care from the end of the student's school day until 5:30pm.
- In-Service days- Kid's Club will provide care from 7:00am until 5:30pm (at an additional cost).
- Please inquire at the Recreation Office for information regarding possible February and April Vacation Camps (at an additional cost).



New Safety Procedure This Year—

For the safety of your child— please make every effort to assist us

Transportation from School

Each school will have a master list to identify which children are attending Kid's Club and on which days. The school assists the children in getting on the correct bus to Kid's Club. When the child reaches Kid's Club, Staff will immediately do an attendance check to be sure all children are accounted for.

In the event that an expected child is absent, Staff will immediately contact the school to find out if the child was absent or had missed the bus. If the school cannot be reached, the Parent/Guardian is contacted. To help avoid this anxious situation, **it is imperative that when your child is absent or when there is any kind of schedule change, KID'S CLUB AND THE SCHOOL MUST BE NOTIFIED.**

You may call or email us— as much notice as possible is greatly appreciated.

Please remember that there are no refunds given for deviation from the set schedule once registration forms have been turned in. This includes sick days, vacations or other "missed days" for any reason.

Late Pick-Up

Kid's Club pick up time is strictly 5:30pm. We will allow a 5 minute grace period until 5:35pm.

- From 5:35pm - 6:00pm, the Staff will notify you that a \$7.50 late pick-up fee will be applied to your next invoice.
- After 6:00pm, the staff will notify you that an additional \$15.00 late pick-up fee will be applied to your next invoice per ½ hour.

Please note: This policy will be strictly adhered to. Please be sure that your child is picked up by an authorized person if you are not able to be here on time. A one time extenuating circumstance of late pick-up at no charge may only be approved in writing by the Parks & Recreation Director and Town Manager.

Snacks

Snacks are not provided by Kid's Club for either mornings or afternoons. Members are more than welcome to bring along a healthy snack to eat during the appropriate time frames.

Snacks may be served (free of charge) if applicable to a "club" that has formed or for special occasions. Every effort will be made to ensure these are health conscious choices. Special "treats" that contain a high sugar content are reserved for very special occasions.

Please be sure to fill in all information regarding allergies with specific food items on the registration forms.

Personal Belongings

Since our program provides a wide variety of toys and games, we discourage children from bringing these items from home. If items are brought from home to the program, staff cannot be responsible for their safe return. It is very important that all clothing, lunch boxes, backpacks etc be clearly labeled with your child's name. Electronic devices are not allowed during Kid's Club hours and will be held by Staff for parents to pick up.

Please note:

Outdoor weather clothing is especially important as we will be potentially exploring the outside during inclement weather conditions. We strongly suggest that each member bring a weather-appropriate change of clothing. During the winter months: Snowgear (winter jacket, pants, boots, hat, mittens etc) should be brought daily.

Again, label each item with your child's name and place in a bag for personal use.

Adventures with Kid's Club

At times during the school year, we may walk to the facilities at Russell School and/or other locations in the downtown village area. At that time, we will post a notice on our bulletin board and will be sure to return to Newbegin no later than 4:00pm. If there is a scheduling concern with this, please let us know.

Sign In Area

Located downstairs, this area is designated with a small table for the sign-in book and any information that might need to be picked up on that particular day.

Also located in this area is the Lost and Found box and the Daily Message Board. **Please refer to this Message Board each time you drop off or pick up your child. This is where we post any important changes or information.**

Movies

All DVD's shown by Kid's Club are rated G or PG. Please see Authorization Forms on Page 26 .

Lost and Found

Our Lost and Found box always fills up quickly. Please label everything your child brings to Kid's Club and check this box daily.

The Recreation Department and its Staff are not responsible for items missing, damaged or stolen.

Discipline

Staff will be the judge of any behavior they deem as unacceptable. Fighting, bullying and teasing will not be tolerated. A Parent/Guardian will be notified of any instance in which their child is found to be causing intentional physical and/or emotional harm to another child. Proper disciplinary action will be taken, which may include but is not limited to suspension and/or dismissal.

A behavior log will be maintained for proper documentation and review by Parent/Guardian.

Proper Disciplinary Actions

Kid's Club follows the same rules enforced by MSAD 15 which include:

- Discipline should emphasize positive reinforcement for appropriate behavior, as well as appropriate consequences for misbehavior. The focus should be on providing an environment where children are engaged in constructive activities and interactions with others.
- Expectations for children's behavior should be clear and communicated to Staff, Kid's Club Members and Parents/Guardians.
- Consequences for misbehavior should be in proportion to the offense, fair and consistently enforced.
- Parents should be actively involved in the process of preventing and resolving disciplinary problems at Kid's Club.
- Physical force and corporal punishment shall not be used as disciplinary methods.

Damage to Equipment and Facility Policy

Normal wear and tear is expected for equipment and facilities being used in the manner for which they are intended. Careless use and abuse of equipment will not be tolerated. If your child has lost or damaged equipment or facility due to blatant carelessness you will be asked to remunerate the Town for the cost of repair or replacement. If restitution is not made in a timely manner, your child will be suspended from Kid's Club (no refund) until the item is replaced.

Check in and Check out Policy

The safety of your child is the number one priority for us.

Kid's Club requires that each child be signed in and out every day by a parent/guardian when leaving the premise other than on the school bus to and/or from school.

The person who is picking up your child for the day must present a photo ID to verify identity. A Parent/Guardian or Authorized Individuals whose names are listed on the Release Authorization Form are the only people who will be able to sign out your child.

If you need a person (other than those previously authorized) to pick up your child, you **MUST** send in a note or call to give us permission. Staff reserves the right to retain your child if proper notification of release or adequate photo ID is not provided.

Safety and Well Being

Children who are ill (intestinal illnesses, runny noses, continuous cough, red throat, unexplained rashes, swollen glands, head or stomach ache) or who have had a fever within the past 24 hours, should not be brought to Kid's Club. If a child becomes ill or seriously injured during Kid's Club, the parent will be notified and expected to pick the child up immediately.

In the case of an emergency (as determined by Staff), emergency services will be contacted and the Parent/Guardian will be notified immediately.

Criteria for sending a child who has been sick/ill back to Kid's Club:

- Free of illness for 24 hours
- Free of fever for 24 hours
- Free of diarrhea for 24 hours
- Free of vomiting for 24 hours
- When medication for communicable disease has been prescribed, the child must have been on medication for 24 hours after the first dose.
- Completely free of head lice (as determined by MSAD 15 standards).

If there is doubt, please check with us.

YOU MUST CALL US IF YOUR CHILD WILL BE ABSENT BECAUSE OF ILLNESS!

It helps us alert other parents to be aware if similar symptoms arise for their child. Notification of the exposure of your child to any contagious disease (chicken pox, head lice, pinworm, strep etc) is mandatory.

Medical Insurance

It is the responsibility of the Parent/Guardian to provide accident and health insurance coverage for each child. The Parent/Guardian is responsible for all charges and fees for emergency medical treatment.

Allergies and Medications

Staff are not permitted to dispense medication of any kind. If your child needs to take medication during Kid's Club, the Staff can remind your child and supervise the taking of the medication.

Medication

Medication for a child will be subject to the Medical Treatment and Medication Authorization Form as properly filled out and signed. Please see Page 26 for more details.

NO MEDICATIONS SHOULD COME TO KID'S CLUB WITH CHILDREN!

Allergies and Allergic Reactions

The Gray Recreation Department is fully aware that some allergies can be life threatening. Staff will take every precaution to insure the health and safety of each Kid's Club Member but the risk of accidental exposure to any allergen is present. We believe it is critical that the Staff, Parents and Kid's Club Members work together to minimize the risk. Constant communication and diligence in this matter is vital.

First Aid

The Kid's Club Office is equipped with first aid supplies for minor injuries (cuts, scrapes, stings etc). Whenever the Staff/Members leave the premise, they carry a small kit of first aid supplies at all times.

- Staff will administer basic first aid in the event of a minor injury following all safety protocols and procedures as dictated by First Aid and Blood-Borne Pathogen Training and Certification. For major injuries the On Site Emergency Procedures will be followed (as stated below).
- Staff maintain incident reports; which document injuries and any first aid rendered. Any incidents handled by Staff will be reported to the Parent/Guardian..

On Site Emergency Procedures

If a major or life threatening injury, accident or allergic reaction occurs during Kid's Club, it will be handled in the following manner:

- 911 will be called immediately
- The Parent/Guardian will be notified
- Based on the professional decision of Emergency Services, the child may be transported to the closest medical facility for immediate care or Emergency Services may advise the Parent/Guardian or Staff as to how to care for the child.

In the event of an emergency or natural disaster, the following procedures will be in effect:

- The Parent/Guardian will be notified
- Children will remain on site with Staff until an authorized person picks them up.

Food Allergies

Parent Responsibility

It is the responsibility of the Parent/Guardian to educate and review often with each Kid's Club Member the self-management of your child's food allergy.

Your child should know:

- Safe and unsafe foods
- Strategies for avoiding exposure to unsafe foods
- Symptoms of allergic reactions
- How and when to tell Staff about a possible allergic response
- How to read a food label (if age appropriate). For young children, plan with the Kid's Club Coordinator how to handle this
- How to use an epinephrine auto-injector (such as an EpiPen ®) if necessary

Child's Responsibility

- NEVER trade food with other Kid's Club Members
- Do not eat anything with unknown ingredients
- Read every label and check with a Staff (if age appropriate)
- Be proactive in the management of mild reactions, such as seeking help if a reaction is suspected
- Tell Staff if a reaction seems to be starting, even if there is no visible appearance of allergic response
- NEVER go off alone if reactions are beginning

Staff Responsibility

- Review the health records submitted by parents
- In the event of a life threatening allergic reaction, the Staff will follow the On-Site Emergency Procedure (as explained in the Emergency Procedures on Page 16).

Staff Organization

RECREATION ADMINISTRATION:

Director of Recreation (Dean Bennett)

- Responsible for the overall operation of the Gray Recreation Department
- Reports to the Gray Town Manager and the Recreation and Conservation Committee for all programs of the Recreation Department (including Kid's Club)

Assistant Director of Recreation (Roger Dehetre)

- Development and departmental operations throughout the year
- Reports to the Director of Recreation

Administrative Assistant & Kid's Club Coordinator (Debbie Nickerson)

- Responsible for overall financial functions of the Gray Recreation Department
- Assists in program development and daily operations
- Responsible for the development, implementation, staffing and daily operation of Kid's Club
- Reports to the Director of Recreation and Assistant Director

KID'S CLUB STAFF:

Staff

- Upholds all policies, procedures and safety guidelines set forth for Kid's Club.
- Responsible for executing activities for Kid's Club Program.
- Documents and manages attendance, emergency contact and vital information records for all members.
- Coordinates and leads the daily Clubs and structured activities.
- Works in coordination with the Kid's Club Coordinator
- Reports to the Director of Recreation

Volunteers

- Assists in supervising assigned Clubs.
- Responsible for assisting in the daily activities as guided by staff.
- Reports to the Kid's Club Coordinator and Kid's Club Staff.

Payment Schedule



Kid's Club Member (Morning and/or Afternoon Clubs)

Before Kid's Club begins: \$100 registration deposit

Payment for September— By September 16th

Payment for October — On or before Sept 30th

Payment for November— On or before October 31st

Payment for December — On or before November 30th

Payment for January— On or before December 31st

Payment for February— On or before January 31st

Payment for March— On or before February 29th

Payment for April— On or before March 31st

Payment for May— On or before April 30th

Payment for June— On or before May 31st (less \$100 deposit)

Kid's Club is now paid in full

Please note: Any In Service days and/or Vacation Camps will be paid for separately and prior to the day of service (exclusive of payment plan above).

Additional Services

Kid's Club In Service Days

Kid's Club will be open on In Service Days throughout the school year. These are days that are NOT holidays, but the school is closed to students (please see the calendar on page 9).

Kid's Club will be available from 7:00am to 5:30pm on those particular days– and will be open to the general public– not just Kid's Club Members.

Kid's Club Members are welcome to sign up to attend these dates for an additional cost, as regular tuition is not collected for these days.

Small field trips may be planned if a minimum number of participants attend.

We will post dates for sign-up as early as possible and space will be limited on a first-come, first-serve basis.

Gray Parks and Recreation Vacation Camps

If there is interest and a minimum number of participants are registered, Gray Parks and Recreation will hold a February and/or April Vacation Camp.

The Camp will run from 7:00am to 5:30pm Monday– Friday of the appropriate week.

The Camp will be open to the general public–not just Kid's Club Members.

Kid's Club Members are welcome to sign up to attend these camps for an additional cost, as regular tuition is not collected for this time.

Small field trips may be planned throughout the week.

We will post sign-ups for this as early as possible and space will be limited to a first-come, first-serve basis.

Kid's Club Registration Forms



The following pages contain the forms that must be completed before your child can become a member of:

Kid's Club 2011-2012

Please take time to fully complete these forms with legible print.

All forms must be returned with a \$100 deposit.

(See Registration and Payment Information on Page 10 for details).

Thank you!

Kid's Club Program Enrollment

Please use a separate registration form for each child attending

Name: _____ will be attending the Kid's Club **FULL TIME (M-F both mornings, afternoons and early release) each day** during the 2011-2012 school year.

Name: _____ will be attending the Kid's Club program **PART TIME on the following days each week** during the 2011-2012 school year.

AM (\$8/day) consistently on Monday Tuesday Wednesday Thursday Friday

PM (\$10/day) consistently on Monday Tuesday Wednesday Thursday Friday

Early Release Days (additional \$8/day) I am interested in this service YES NO

In Service Days (additional cost per day) I am interested in this service YES NO
A separate sheet will be sent out for you to sign up for each individual In Service Day in advance.

I'd like more information regarding the February and/or April Vacation Camps YES NO

Please note:

We schedule staffing and facilities based on the needs from our initial enrollment. Once you have signed up for specific days to utilize this program, you are expected to pay consistently for these time frames regardless if you use them or not. Please think carefully when making your choices as to which days and times you will be needing the service.

Our staffing schedule can accommodate additions on a daily/weekly basis if needed (invoices will be issued accordingly).

Refunds will not be given unless extreme circumstances arise and only if approved by the Parks & Recreation Director and Town Manager in writing.

Any snow days that are incurred during the month will be refunded at the end of the month through the Town Office. These refunds will be mailed directly to your mailing address (or with your written permission, can be applied to next month's payments)



Kid's Club Member 2011-2012 Registration Form

Please use a separate registration form for each child attending

Kid's Club Member

Name: _____
Age: _____ Birthdate: _____
Grade: _____ Gender: _____
School Attending: _____ T-Shirt Size: YS YM YL Adult Sm Adult M

Parent/Guardian Information

Parent/Guardian: _____ Parent/Guardian: _____
Home Tel: _____ Cell: _____ Home Tel: _____ Cell: _____
Work _____ Work Tel: _____
Address: _____ Address: _____
Email: _____ Email: _____
Other Email: _____ Other Email: _____

Custodial Issues: _____

Areas of Concern that we should be aware of: _____

Medical and Emergency Contact Information

Medical Conditions: _____
Has Allergies? If yes, explain: _____
Keeps an Epi Pen? _____
Family Doctor Name and Number: _____
Family Dentist Name and Number: _____
Insurance Company: _____
Emergency Contact(s) Name/Relationship: _____
Emergency Contact(s) Number (s): _____

Photo Release

Occasionally, photographs or video will be taken of children participating in this program. These photographs or videos may be selected for use in Town of Gray and/or Recreation Department publications including its website. However, we will not identify your child by name or release any other personal information.

Please check one:

I GIVE my permission

I DO NOT GIVE my permission for my child to be photographed

Parent Authorization Form and Liability Waiver

The Gray Recreation Department is authorized to release my child to only the individuals listed below. I understand that each authorized person must be at least 16 years of age and that my child will not be permitted to leave the premises with anyone not listed below, unless the staff is otherwise notified prior to release. All authorized individuals will be required to show identification and sign out the child on each occurrence.

Name: _____ **may be released to the following individuals:**

Name: _____ Relation: _____

Cell: _____ Work: _____ Home: _____

Name: _____ Relation: _____

Cell: _____ Work: _____ Home: _____

Name: _____ Relation: _____

Cell: _____ Work: _____ Home: _____

Name: _____ Relation: _____

Cell: _____ Work: _____ Home: _____

Name: _____ Relation: _____

Cell: _____ Work: _____ Home: _____

Liability Waiver & Medical Release:

I _____ hereby release the Town of Gray, its employees, agents, officers and volunteers from any liability, claims, demands or suits for property damage, personal injury or death, which could arise out of the course of participating in this program. I understand that this activity involves physical exercise and perhaps a health risk and I will release the Town from any claims. I also grant permission for emergency medical attention should I not be able to be reached at the telephone numbers provided.

Signature: _____ Date: _____

Gray Recreation Department

Medical Treatment and Medication Authorization Form

The Gray Recreation Department requires the following information regarding medication needs of participants in the program. Please note the following policies:

Each medication (i.e. prescription and over the counter) to be taken or medical devices/procedures/inhalers/Epi-Pens used during program hours should follow the same rules enforced through MSAD 15.

- These items must not be stored on a child's possession and should be delivered via Parent/Guardian directly to a staff member for locked storage.
- Kid's Club Staff are NOT authorized to administer medication. They will remind and supervise the taking of medication for the participant and medication listed below.
- Parents/Guardians are solely responsible for ensuring that adequate medication is provided in a secured container labeled with your child's name, the name of the medication, the dosage amount and the time or times to be taken.
- Medical personnel are not on staff during this program.
- A separate form must be filled out for each medication needed and each time one is left or picked up at the program.

Child's Name: _____
Name of Medication: _____ Dosage Amount: _____
Frequency of Dosage: _____
Time(s) to be taken during camp: _____
Duration of treatment: _____
Possible side effects and adverse reactions (if any): _____
Other recommendations: _____
Health care prescriber: _____ Phone: _____

I have dropped off the above medication to the staff at Kid's Club :
Parent Signature: _____ Date: _____
Phone: _____

I have picked up the remainder of the above medication from the staff at Kid's Club:
Parent Signature: _____ Date: _____
Phone: _____

Kid's Club Authorization Form

Child's Name: _____

Authorization to apply Sunscreen/Sunblock

I authorize the Gray Recreation Department Staff to apply sunscreen/sunblock to the above named child.

Signature: _____ Date: _____

Authorization to view G Movies Only

I give my permission for the above named child to watch G rated movies during the Kid's Club.

Signature: _____ Date: _____

Authorization to view G/PG Movies

I give my permission for the above named child to watch both G and/ or PG rated movies during the Kid's Club.

Signature: _____ Date: _____

Authorization to participate in Off-Site Walks

I give my permission for the above named child to participate in supervised off-site walks within the downtown village area surrounding the Kid's Club Program at Newbegin.

Signature: _____ Date: _____

HANDBOOK CONSENT

I have received and read through the Kid's Club Handbook. I understand fully and agree to all the policies and procedures listed in the handbook.

I understand that failure to comply with the listed policies and procedures can result in an expulsion for my Kid's Club Member from the program without reimbursement.

Print Name: _____

Sign Name: _____ Date: _____



Volunteers

Our community is filled with many talented community members. Kid's Club would love the opportunity to have you come in to visit.

If you have a special talent, interesting story to share, would like to volunteer even just join us for a quiet afternoon, please feel free to let us know!

As part of our policies and procedures and to ensure the safety of all involved, we ask that you fill out a standard Background Check form at least 1 week in advance (please see below).

Municipality of Gray

Voluntary statement of Consent for Investigation and Release of Information

Background Check Authorization Form

I, _____, understand that in order to assess my qualifications for the position of _____ a full background investigation is necessary. I, therefore, authorize the Municipality of Gray to conduct an investigation in order to obtain information concerning my background, which may include but not be limited to:
Verification of information provided on my application for employment;

_____(initials) _____(date)

Contacting employers (past/present), clients, business associates, professional organizations, or other institutions, regarding work performance and character;

_____(initials) _____(date)

Verification of licensure and/or educational attainment;

_____(initials) _____(date)

D.O.B. _____

Criminal background check; _____(initials) _____(date) -

Credit check; and _____(initials) _____(date) -

Driver's license check. _____(initials) _____(date) -

I understand that a consumer report may be prepared summarizing the above information. I may request a copy of any report that is prepared regarding me from the consumer reporting agency and may also request the nature and substance of all information about me contained in the files of the consumer-reporting agency. I understand that proper identification will be required and that I should direct my request to: _____

I hereby release any individual, entity and the municipality from all claims of liabilities that might arise from the inquiry into or disclosure of such information, including claims under any federal, state, or local civil rights law and any claims for defamation or invasion of privacy.

All the information and materials I have provided to the Municipality of Gray as part of the employment process are accurate and truthful. I realize that providing the municipality with false information or intentionally withholding relevant information regarding my application may be grounds for dismissal.

Applicant Name (Print) _____
Applicant Signature _____
Social Security Number _____
Date _____