

"Where Community Begins"



Morrisville Parks, Recreation
& Cultural Resources

Morrisville Parks, Recreation & Cultural Resources 2010- 2011 Ready, Set, Go

Participant's Name: _____

Age: _____

Date of Birth: _____

Gender: Male / Female

Please list all that apply to your child:

Allergies: _____

Medications: _____

Other Health Conditions: _____

Special Circumstances/Requests: _____

Emergency Contacts/Authorized Pick-ups:

Individuals listed below can act as emergency contacts (if guardians cannot be reached) and are allowed to pick your child up from programs until a written request is made to remove a name. If, after registration, you would like to add additional names to the Emergency Contacts/Pick-up List, please send a written and signed request.

Name: _____ Relationship to Child: _____

Home Number: _____ Cell Number: _____

Name: _____ Relationship to Child: _____

Home Number: _____ Cell Number: _____

Name: _____ Relationship to Child: _____

Home Number: _____ Cell Number: _____

Name: _____ Relationship to Child: _____

Home Number: _____ Cell Number: _____

Preschool Program Policies

Waivers

Photography Release – By signing this form, the parent or legal guardian permits the Town of Morrisville Parks, Recreation & Cultural Resources Department to use pictures of their child as a program participant in promotional literature, videos and the Town of Morrisville website. I understand my child's name will not be published.

Consent to Participate – I, myself or as a parent or guardian, hereby assume all of the risks and hazards incidental to the conduct of the activities, and transportation to and from the activities. I release, absolve and indemnify the Town of Morrisville and the Parks, Recreation, and Cultural Resources Department.

Field Trip Release – I permit my child to leave the Morrisville Parks, Recreation and Cultural Resources facilities on authorized trips under the supervision of department staff.

Medical Treatment

Accident Insurance – I understand that participants are responsible for their own accident insurance when participating in Morrisville Parks, Recreation and Cultural Resources programs.

Medicine – The Morrisville Parks, Recreation and Cultural Resources Department does not normally administer any medication and will only do so when directed in writing by the child's parent/guardian on a medication disbursement form. In the event of an emergency, every effort will be made to contact the parent, however if a parent/guardian cannot be contacted, Emergency Medical Staff and the Morrisville Parks, Recreation and Cultural Resources Department may take appropriate action in the best interest of the child.

Program Policies

Babysitting Policy – The Morrisville Parks, Recreation and Cultural Resources Department cannot and does not endorse or recommend its present or former staff members as babysitters to any parent or guardian of any child in any of our programs. Any babysitting arrangements with present or former staff of the department are separate and independent from any department program and must be based on the independent responsibility and judgment of the parent or guardian. I agree that the Town of Morrisville and the Parks, Recreation, and Cultural Resources Department shall not be responsible and will be held harmless from any claims or liability in connection with such babysitting activities.

Lost Items – I understand that the Morrisville Parks, Recreation and Cultural Resources Department is not responsible for any personal items lost or stolen at our programs.

Dress Code – The Morrisville Parks, Recreation and Cultural Resources Department recommends appropriate attire while at our programs. Participants will participate in recreational and athletic activities almost every day so they should wear cool, comfortable clothing, and we suggest that jewelry be left at home. Parents will be asked to bring appropriate clothing or will be required to come pick-up their child if unacceptable attire is worn. The following would be considered unacceptable attire:

- Sandals or flip-flops
- Shirts with spaghetti straps
- Clothing that displays drugs, alcohol, tobacco, or offensive language
- Excessively loose pants or shirts
- Revealing Clothing

Attendance – I understand that if my child will not be attending a program that he/she is registered for, I should contact the Community Center to make them aware. Also, if my child will need to be released to the school early or will be arriving to the program late, I will provide the staff with a written, dated and signed note in advance.

Late Pick-Up Policy – I understand that every effort should be made to make sure that all participants are picked up by the end of the program. Participants that are picked up after the close of the program may be assessed a late pick-up fee. **The late fee is \$5.00 for the first 5 minutes and \$1.00 for each additional minute.** Repeated late pick-ups may result in the removal of your child from the program.

Preschool Program Behavior Expectations

It is important that staff maintain good order and discipline in all programs. Top objectives for all Morrisville Parks, Recreation and Cultural Resources Department programs are safety and a positive atmosphere for learning and developing social skills. The Morrisville Parks, Recreation and Cultural Resources Department will make every effort to set clear definitions of acceptable and unacceptable behavior. If a child is not able to acclimate to the classroom setting in the amount of time designated by the teacher, then the child may be removed from the program. All participants are required

to be potty trained, and may not wear diapers of any kind to class. Participants will be removed from the program if they are not able to meet this requirement.

The Morrisville Parks, Recreation and Cultural Resources Department does not condone and will not permit:

- Corporal punishment
- Ridiculing, threatening, using an inappropriate loud voice
- Leaving children unsupervised
- Use of profanity

A child's behavior is expected to be consistent with the following:

- Use appropriate language at all times
- Cooperate with staff and follow directions
- Respect other children and staff, equipment, facilities, and self
- Stay in program areas (running away is not acceptable)

Discipline Policy

1. If a child is unable to comply with the behavior expectations, the Program Director will meet with the child. The parent/guardian of the child will be informed of the meeting and any outcomes.
2. If, after the above meeting, the child is still unable to comply with behavior expectations, the Program Director will schedule a conference with the parent/guardian of the child. A plan for addressing the behavior will be established by the child, parent/guardian and the Program Director.
3. If the child's behavior continues to be disruptive and/or unsafe, the child will be subject to suspension or dismissal.
4. Failure of the parent/guardian to attend conference(s) and cooperate will subject the child to suspension or dismissal.
5. In the event of a suspension or dismissal from a program, there will be no refund given for time lost.

Behaviors that may result in immediate dismissal include, but are not limited to, the following:

- Any action that could threaten or pose a direct threat to the physical or emotional safety of the child, other children or staff
- Fighting
- Possession of a weapon of any kind
- Vandalism or destruction of any Town of Morrisville property or property of others
- Sexual misconduct
- Possession of or use of alcohol or controlled substances unless under the prescription of a doctor
- Running away from the program or activity

Special Circumstances

Parents and guardians are required to inform the Morrisville Parks, Recreation and Cultural Resources Department in writing of any special circumstances which may affect the child's ability to participate fully and within the guidelines of acceptable behavior, including, but not limited to any serious behavioral problems or special circumstances regarding psychological, medical or physical conditions. Once the notice is submitted, a conference will be scheduled with the parent/guardian to discuss the special circumstances.

The Morrisville Parks, Recreation and Cultural Resources Department will attempt reasonable accommodations for program participants when the need for accommodations is requested well in advance. This will allow us to adequately address safety issues and to have an appropriately planned program.

Registration Policies

1. **Session 1:** Registration begins at 7:00 am on June 30, 2010 for residents and 7:00 am on July 14, 2010 for non- residents.
2. **Pre-Registration for Ready, Set, Go B is available for all previous RSG A Participants from the 2009 - 2010 school year.** Pre-Registration is available beginning Wednesday, June 16, 2010 and ends Tuesday, June 29, 2010. If previous participants do not sign up by Tuesday, June 29, 2010 their guaranteed spot will be forfeited to new participants on Wednesday, June 30, 2010 at 7:00 am.
3. **Session 2:** All Session 1 participants are guaranteed a spot in Session 2 if they register between October 26, 2010 and November 9, 2010. If they have not registered by November 9, 2010, their reserved spot will be forfeited. Any new residents interested in Session 2 may register Wednesday, November 10, 2010 at 7:00 am at Cedar Fork Community Center. Any new non-residents may register Wednesday, November 17, 2010 at 7:00 am.
4. The registration packet for each participant must be completed and signed at time of registration.
5. Registrations will only be taken at Cedar Fork Community Center. Space is limited.
6. **ALL CANCELLATIONS AND REFUND REQUESTS MUST BE SUBMITTED IN WRITING.** A full refund is given if the Parks, Recreation & Cultural Resources Department cancels a program. A full refund minus a \$5.00 administrative fee is considered if written notice of registration cancellation is given at least 2 weeks prior to the program starting or athletic teams being selected. After programs have begun or teams have been selected refunds will be considered on an individual case basis. No refunds will be considered after the completion of programs. Medical hardship cases will be handled at the discretion of the Director of the department. If a medical hardship is granted there will be refund minus a \$5.00 administrative fee prior to the program starting. After the program has started then 50% of the registration fee will be considered for refund. The Parks, Recreation & Cultural Resources director must grant final approval of all refunds.
7. Registration is on a first come first serve basis. If a program is full the maximum cannot be exceeded. The enrollment maximums are set by the staff and instructors to provide a safe environment for all participants.
8. **Waitlist:** If a program is full you may request to go on the waitlist. When a CFCC staff offers you a spot from the waitlist you will be given a registration deadline. The deadline will be a minimum of 2 business days from the first contact regarding the waiting list. If you are not available, a message will be left that will constitute as the first contact. Please be sure that the phone numbers on your registration form are current and accurate. Participants that do not register into offered spot by deadline will automatically be removed from the waitlist.

I understand and agree with the Youth Program Policies and Registration Policies stated above:

Parent or Guardian's Signature

Date

Ready, Set, Go A

Must be 3 as of August 31, 2010.

Tuesdays and Thursdays: 9:00am - 12:00pm

Fees: Session 1: Residents - \$250, Non Residents - \$375

*No class November 11, 2010 or November 25, 2010.

Session 2: Residents - \$350, Non Residents - \$525

Rec Trac	Session	Session Dates	Parent Initials	Date Paid	Amt Paid	Receipt #
205000-01	1	September 7 - December 16			\$	
205000-02	2	January 4 - May 12			\$	

*RSG A, Session 1 will begin with a staggered entry. All participants with last names beginning with letters A-L will attend their first day of class on Tuesday, September 7. Only participants with last names beginning with letters M-Z will attend their first day of class on Thursday, September 9. This is to ensure that each child has a successful start to their Ready, Set, Go Preschool experience.

Ready, Set, Go B

Must be 4 as of August 31, 2010.

Mondays, Wednesdays, Fridays: 9:00am - 12:00pm

Fees: Session 1: Residents - \$350, Non Residents - \$525

*No class November 24, 2010 or November 26, 2010.

Session 2: Residents - \$450, Non Residents - \$675

*No class April 22, 2010 or January 17, 2010.

Rec Trac	Session	Session Dates	Parent Initials	Date Paid	Amt Paid	Receipt #
205010-01	1	September 8 - December 17			\$	
205010-02	2	January 5 - May 13			\$	

I understand and acknowledge that I am registering for the programs I have initialed:

Parent or Guardian's Signature

Date