



Vernon Parks and Recreation
R.E.K. • Vacation Camp • Morning Club
 2019 - 2020

Child's Information

	Child's Name	Date of Birth	Gender	Grade	School
A					
B					
C					

Head of Household's Information

(The Head of Household will be the first person used as Emergency Contact and is responsible for all billing matters)

Name		Date of Birth
Address		
E-mail		
Place of Work		Work Phone #
Work Address		
Home Phone #		Cell Phone #

R.E.K. **Morning Club**

Start Date: _____

Please circle days needed: M T W Th F Notes: _____

Emergency Contacts

Name	Relationship to Child	Phone Number	Authorized to Pick Up (Y/N)

Child's Name: _____

*Vernon Parks & Recreation staff are **not** permitted to administer any medications except for Epi-pens in the case of a life-threatening allergic reaction. Please note the school nurse leaves at the end of the school day, so program staff does NOT have access to Epi-pens or inhalers kept in the nurse's office.*

Allergies

Special Medical Notes

Please use this space for any other information that will help our staff care for your child

The undersigned parent or guardian does grant permission to the named individual to participate in the Vernon Parks and Recreation Department's REK After School, Vacation Camp, or Morning Club program. The undersigned does hereby waive, absolve, indemnify and agree to hold harmless the Town of Vernon, the Parks and Recreation Department, the Vernon Board of Education and all other sponsors and supervisors of the above said program. I have read and agree to the cancellation and refund policies, which include fees for cancellations. As a parent or guardian of the above participant, I realize there are inherent risks involved in physical activity. Pictures taken of my child may be used for publicity by the Town of Vernon.

Signature of Head of Household

Date

Vernon Parks and Recreation Department
120 South Street, Vernon, CT 06066
(860) 870-3520 • parksandrec@vernon-ct.gov
www.vernonrec.org



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Policy Highlights

(This page is a brief overview of some program policies. Please review the Parent Handbook for more details)

Communication

Monthly billing invoices and other pertinent information will be sent via e-mail. Any requests for changes in schedule or registration information should be submitted to the Department **in writing**. Please notify your child's school, using their preferred method of communication, of where your child will be going at the end of the school day.

All communication regarding the Vernon Parks & Recreation programs must go through the Parks & Recreation Office, not the schools. Schools will not accept registration forms or payments.

Payments

Payment for the first full month/session is due in full with registration. Subsequent payments are due in full by the 15th of each month prior to attendance. Payments received after the 15th will incur a late fee of \$15.00. Ongoing late payments will incur additional fees. If payment is not received in full by the last business day of the month, the participant will be removed from the program, and will only be reinstated upon receipt of the full balance due.

Refunds

Refunds for missed or removed days will only be granted under the following circumstances: A note from a medical professional excusing the absence is provided within two weeks of the absence, a schedule change or withdrawal for any full, pre-paid future months.

Authorized Pick Up

Your child will not be allowed to leave the program with any person who is not designated as an Authorized Pick Up on their registration form. Any person picking up a child must show a valid photo ID upon request. Any changes to the Authorized Pick Up list must be submitted in writing.

Behavioral Expectations

All participants in Vernon Parks & Recreation program are expected to behave in a safe, respectful manner. Unsafe or disruptive behavior will result in a written report. Repeat or severe behaviors may result in a suspension or expulsion from the program.

*By signing, you acknowledge that you have reviewed these policies, have received the Parent Handbook, and agree to abide by **all** policies outlined therein. If you have any questions regarding any of the policies outlined in the Parent Handbook, please contact the Vernon Parks & Recreation Office.*

Printed Name

Signature

Date