

Lake Havasu City Parks & Recreation After School Program

The After School program is designed for children attending K-6th grade. Participants enjoy group activities that are conducted in a supervised structured manner. Our goal is to provide a safe & fun environment that will enrich your child's life. The After School Program is held in the gyms at all of the elementary schools. Times are: Monday thru Friday from 2:30 - 6:00 p.m. on regular scheduled school days and 1:00 - 5:30 p.m. on early release days. The After School program offers homework time (with tutoring), arts & crafts, sports, a fishing program, performing arts program as well as indoor and outdoor activities. There will be time set aside each afternoon for snack. Snack may be purchased for 50 cents or children may pack their own.

Scheduled early release days (program runs 1:30-5:30 p.m.):

- August 11th, 25th
- September 8th, 29th
- October 6th, 20th
- November 10th
- December 8th, 22nd
- January 12th, 26th
- February 9th, 23rd
- March 8th, 16th, 29th
- April 12th, 26th
- May 10th, 24th

The After School Program is not on school property if there is no school and no school district staff on site. There will be no school and no After School Program on the following dates:

- September 5th - Labor Day
- October 10th - 14th - Fall Break
- November 11th - Veteran's Day
- November 23rd - 25th - Thanksgiving
- December 26th - January 6th - Winter Break
- January 16th - Martin Luther King Day
- February 20th - President's Day
- March 19th - 23rd - Spring Break

The After School Program will be available to families on parent/teacher conference days for an all day program (7:30a.m.—5:30p.m.) on October 7th and December 23rd .

Program Policies/Behavior Rules

It is very important that your child(ren) is/are capable of understanding the importance of following the rules, policies, procedures and safety guidelines of the program. In order to protect your child and other children in the program, we reserve the right to refuse our services to any participant who cannot follow the health and safety guidelines or who endangers themselves, other participants or staff of the program. Children must be able to check in at the program (in the gym) after school and remain with the other children and staff throughout the day.

In order to maintain a safe and enjoyable environment for your child, the Lake Havasu City Parks & Recreation will implement the following 5 behavior rules:

1. Keep your hands, feet and unkind words to yourself.
2. Listen and follow all directions the first time.
3. Walk for safety unless you're in a supervised game/activity.
4. Speak softly. Remember to use your inside voice.
5. Stay with your squad.

If a child acts in a manner which may harm school property or other children, he/she may be suspended from the program without any warning steps. Seriously disruptive behavior, including theft, damage to school property, causing or threatening harm to other children or staff, or racist behavior or language may result in automatic suspension without prior warning.

It is the responsibility of the parent to pick up participants on time at the end of the scheduled day if the child is not allowed to walk home. Your child will never be left alone at the school due to late pick up however, you will be charged \$5 for every 15 minutes you are late.

Copy of parent or legal guardian's photo ID will be required with each participant's registration.

Please contact Parks & Recreation at (928) 453-8686 with any additional questions or concerns.

IT'S THAT TIME AGAIN!

School will be starting Monday, August 8th, however the After School Program won't begin until Monday, August 15th. Please come in to the Parks & Recreation Office to fill out the new paperwork for this school year. Below is a list of the program session dates and fees that will be due this school year. The Parks & Recreation Department will no longer be mailing out payment reminders at the beginning of each session. Please keep this payment schedule for your records.

Program dates are as follows:

August 15th - September 9th (4 Weeks): \$100/1st child; \$60 each additional child in same family

September 12th - October 7th (4 Weeks): \$100/1st child; \$60 each additional child in same family

October 10th - 14th Fall Break (NO CAMP OFFERED)

October 17th - November 18th (5 Weeks): \$125/1st child; \$75 each additional child in same family

November 21st - December 23rd (5 Weeks): \$125/1st child; \$75 each additional child in same family

December 26th - January 6th Winter Break (NO CAMP OFFERED)

January 9th - February 10th (5 Weeks): \$125/1st child; \$75 each additional child in the same family

February 13th - March 16th (5 Weeks): \$125/1st child; \$75 each additional child in the same family

March 19th - 23rd Spring Break (NO CAMP OFFERED)

March 26th - April 27th (5 Weeks): \$125/1st child; \$75 each additional child in the same family

April 30th - May 24th (4 Weeks): \$100/1st child; \$60 each additional child in the same family

In the event payment is not received in our office by 2:30 p.m. on the first day of the new session you will be charged a \$5.00 late fee per child. If your child is not registered before the program starts they will not be able to attend. Our staff will be required to contact you to pick up your child(ren). If no contact is made we will walk your child to the school's main office.

Financial assistance is available to those families who qualify. Parent/legal guardian will need to fill out a scholarship application form as well as provide proof income (paycheck stub, disability, unemployment or bank statement), Food Stamp card, AHCCCS cards, and/or any other assistance your family might qualify for.

Lake Havasu City Parks & Recreation After School Program

Participant Name (Last Name, First Name)	Date of Birth	Age	Gender (M/F)	Grade	School

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Home Phone: _____ Cell Phone: _____

Mother's Name: _____ Work Phone: _____

Father's Name: _____ Work Phone: _____

In case of emergency contact: _____ Phone: _____

Medical Insurance Co.: _____ Phone: _____

Family Doctor: _____ Phone: _____

Are participants physically able to participate in all activities? _____ Yes _____ No

If no, please explain: _____

Comments/Special Notes: _____

Photographs may be taken for promotional purposes during programs. If you DO NOT wish to have your child(ren)'s photograph published in brochures and/or media releases please check the box at the right.

Emergency Medical Release (for participants 17 and under) - To Whom it May Concern

I declare that I am the parent or legal guardian of the above named participants. I have full custody and control of the child. To the best of my knowledge my child is in good health and is adequately immunized to participate in the Lake Havasu Parks and Recreation Programs. In the event my child is injured or should require medical attention, I hereby authorize staff and/or a volunteer to secure necessary medical treatment for my child. I further acknowledge that I will be responsible for any medical or hospital fees or costs associated with my child's medical treatment. If possible, confirmation of this authorization should be made with me prior to treatment by calling me at the above listed numbers.

In case I cannot be reached for an emergency, medical treatment, x-rays, injections, anesthesia or surgery by a qualified physician may proceed without further authorization

Parent or Guardian Signature: _____

Liability Waiver (no registration will be accepted without a signed waiver)

In consideration of the opportunity afforded myself and/or my child by the Lake Havasu City Parks & Recreation Department, I hereby release Lake Havasu City, and the members of its Board of Directors, its employees and volunteers from all actions, damages, claims and demands, in law or in equity of every kind and character I may now or hereafter have against them.

Parent or Guardian Signature: _____

Please charge to my (circle one) VISA MASTERCARD DISCOVER AMERICAN EXPRESS

Card # _____ Expiration Date: _____ Security Code: _____

Cardholder Signature: _____ Date: _____

----- For Office Use Only -----

Total Due: \$ _____ Method of Payment: Cash Check # _____ Credit Scholarship

Cashier Accepting Payment: _____ Date: _____

Lake Havasu City Parks & Recreation
After School Program Dismissal

Child(ren) Name(s): _____

My child **CAN** or **CAN NOT** walk home (please circle one)
If the child can walk home, the time they are permitted to leave:
_____ PM.

NOTE: if a child is permitted to sign themselves out and then waits outside for a parent, staff will not leave until the parent shows up. If that parent arrives after the end of the program they will be charged a late fee.

Children **WILL NOT** be released to anyone whose name does not appear on this form below. Please bring proper identification with you when picking up children. The following people are authorized to pick up my child(ren) from the After School Program (please remember to include parents' and emergency contacts' names.)

1. Name: _____

Relationship: _____

Phone: _____ Cell: _____

2. Name: _____

Relationship: _____

Phone: _____ Cell: _____

3. Name: _____

Relationship: _____

Phone: _____ Cell: _____

4. Name: _____

Relationship: _____

Phone: _____ Cell: _____

5. Name: _____

Relationship: _____

Phone: _____ Cell: _____

It is the responsibility of the parent to pick up participants on time at the end of the scheduled day if the participant is not allowed to walk home. Pick-up time is no later than 6 p.m. on regular scheduled school days and 5:30 p.m. on early release days. Your child will never be left alone at the school site due to a late pick-up however, if you have a late pick-up you will be charged **\$5 for every 15 minutes you are late**. We reserve the right to contact the Lake Havasu City Police Department if a child is not picked up in a timely manner. If there is an emergency and you are unable to pick-up your child on time, please notify the Parks & Recreation Department at (928)453-8686.

Parent Signature: _____

Date: _____

PG Movies

PG Movies may be shown at our program. Please indicate below whether or not your child may view PG movies

My child **MAY** or **MAY NOT** view PG movies. (circle one)

Parent's initials: _____ Date: _____

Field Trip

My child has permission to travel to and participate in any field trips to the Aquatic Center that may be held on various early release days while attending the After School Program during the 2011-2012 school year. It is the Aquatic Center's policy all children 6 years old and younger wear a wristband on each wrist and a lifejacket at all times. Also children wearing lifejackets will not be permitted past the first set of hanging flags above the main pool.

Parent Signature: _____

Date: _____

Program Policies

Any child who is enrolled in school at the kindergarten level to 6th grade may attend the After School Program. We reserve the right to request proof of grade or age at any time.

It is very important that your child(ren) is (are) capable of understanding the importance of following the rules, policies, procedures and safety guidelines of the program. In order to protect your child and other children in the program, we reserve the right to refuse our services to any participant who cannot follow the health and safety guidelines or who endangers themselves, other participants, or staff of the program. Children must be able to check in at the program (in the gym) after school and remain with the other children and staff throughout the day.

Behavior Rules

In order to maintain a safe and enjoyable environment for your child, the Lake Havasu City Parks & Recreation Department will implement the following 5 behavior rules:

Rule #1 - Keep your hands, feet and unkind words to yourself.

Rule #2 - Listen and follow all directions the first time.

Rule #3 - Walk for safety unless you're in a supervised game/activity.

Rule #4 - Speak softly. Remember to use your inside voice.

Rule #5 - Stay with your squad.

When these rules are repeatedly broken by one child and consequences fail to change behavior, a written warning notice will be discussed with parent, signed and will remain in the child's file.

Children who are disruptive in their squad and/or not behaving appropriately at any time during the program will be first asked to sit against the wall for 3 - 5 minutes. If a child acts in a manner which may harm school property or other children, he/she may be suspended from the program without any warning steps. Seriously disruptive behavior, including theft, damage to school property, causing or threatening harm to other children or staff, or racist behavior or language may result in automatic suspension with out prior warning.

Refunds will be granted upon director's approval. A refund request must be put in writing and submitted to department director with an explanation of why a refund is being requested.

Parent Signature: _____

Date: _____