



# Vernon Parks and Recreation

## REK & Vacation Camp 2016-2017 Enrollment Checklist

*All registrations must be submitted the week prior to your child's first day in the program. Registrations that are not received by Friday at noon of the week prior to your start date will result in deferment of your start date to the following week.*

Child's Name: \_\_\_\_\_

Policy Acknowledgement Form

Completed Registration Form

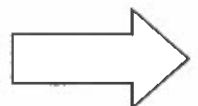
- Completed Special Transportation Request ( REK Maple Street students only)

**Registration Form only needs to be completed ONCE per school year unless any information needs to be updated**

Payment

- REK: Payment for the first full month is due with registration. If you register after the 15<sup>th</sup> of the month, payment for the current month and the next month is due in full at the time of registration
- Vacation Camp: Payment for all days in the Vacation Camp Session are due prior to attendance

Parent Handbook Received



# Vernon Parks and Recreation

## Policy Acknowledgement

*Please initial each policy and sign at the bottom of this form*

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### **Communications Policy**

Monthly billing statements and other pertinent information will be sent via e-mail. If you would like to receive a paper invoice you must submit a request to the Parks & Recreation Office

All communication regarding the Vernon Parks & Recreation programs should go through the Parks & Recreation Office. Please do NOT contact the schools with questions regarding the REK program or Vacation Camp.

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### **Scheduling Policy**

Any changes in schedule must be reported to the Parks & Recreation Office by Friday at noon of the week prior. Exceptions will only be made in the case of emergencies. If a schedule change is made after Friday at noon it is the responsibility of the parent to inform the school of this change as well.

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### **Payment Policy**

Payment is due in full by the 15<sup>th</sup> of each month prior to attendance and is the responsibility of the head of household as designated on the registration form. If payment is not received in full by the 15<sup>th</sup> a late fee of \$8.00 will be charged to your account. If payment is not received in full by the 30<sup>th</sup>, your child will be automatically removed from the program on the 1<sup>st</sup> of the next month and the school will be notified of their removal. If you would like to request a payment plan that varies in ANY way from the stated policy a signed payment plan must be filed with the Parks & Recreation Office. *Payment plans from previous years to not automatically carry over to the current school year.*

Vacation Camp payments are due in full prior to attendance.

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### **Authorized Pick Up Policy**

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 be able to show a valid photo ID upon request. Any changes to the Authorized Pick Up list must be submitted in writing.

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### **Behavioral Expectations**

All participants in Vernon Parks & Recreation program are expected to behave in a safe, respectful manner. Any unsafe or excessively disruptive behavior will result in a written warning. Repeat or severe behaviors may result in a suspension from the program at the discretion of the Director of Vernon Parks & Recreation. Vernon Parks & Recreation will seek assistance from the Vernon Youth Services Department and Board of Education if deemed necessary to handle severe behavioral issues.

Head of Household

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Printed Name

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Signature

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Date



# Vernon Parks and Recreation

## REK REGISTRATION FORM 2016-2017

### Child's Information

Center Road

Maple Street

Northeast

Skinner Road

REK After School

Morning Club

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

### Head of Household's Information

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

### Schedule

Start Date: \_\_\_\_\_

Please circle days needed:    M    T    W    Th    F

### Emergency Contacts

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

### Additional Authorized Pick-Up People

(head of household is always authorized to pick up child)

Name	Name



## REK Additional Information

*This form must be completed separately for EACH child being registered*

Child's Name: \_\_\_\_\_

### Allergies

### Special Medical Notes

Please use this space to list any other pertinent information that will help our staff provide 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. 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    [www.vernonrec.org](http://www.vernonrec.org)