

# Winston-Salem Recreation & Parks After School Program

2018 – 2019 Academic Year  
Registration

## Participant Information

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Birthday: \_\_\_\_\_

School: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent(s) Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: Home \_\_\_\_\_ Work \_\_\_\_\_ Other \_\_\_\_\_

Email: \_\_\_\_\_

## Emergency Contact

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

## Permission for Pick-Up (Must be older than 16)

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Will your child self-check out (additional form is required)? YES NO

## Early Release

Will your child attend on Early Release Days (10/17, 12/12, 2/27, 5/1)? YES NO

Will your child attend inclement weather early release? YES NO

Please provide any additional information (Medical conditions, medications, allergies, special needs, etc):

\_\_\_\_\_  
\_\_\_\_\_

## Waiver of Liability

I give permission for my child to participate in Winston-Salem Recreation & Park's After School Program, a program organized by the Recreation & Parks Department of the City of Winston-Salem (hereinafter, the "City"). In consideration of the City's organization of this program, I agree to hold the City, its employees, agents, and volunteers, harmless from and against any and all claims, liabilities, demands, damages, actions or causes of action, of any kind or character (including, without limitation, attorney's fees, costs, and expenses) that may arise in any manner by reason of injury or damage to my child's person (including illness or death), property or both as a result of his/her participation in the City's After School Program. I understand that during my child's participation in the City's After School Program (s)he is subject to the rules and regulations of the Recreation & Parks Department. I further understand and agree that this Waiver of Liability is binding upon my executors, administrators, personal representatives, collectors, heirs, successors, and assigns.

Parent/Guardian (Print) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

# Winston-Salem Recreation & Parks After School Program

2018 – 2019 Academic Year  
Policies

## Fees

- After School fees are \$15/week or \$60/month
  - Fees are due submitted every Monday
  - Late payments will incur a \$5 late fee after Wednesday
  - Delinquents payments (2 weeks) will result in suspension from program
    - Children are not eligible for participation in other programs until fees are paid
- A deposit of \$30 per child is required for registration
  - Deposits are NON-REFUNDABLE
- Weekly payments are required to maintain participation regardless of number of days attended.

## Child Pick-up

- Only parents, guardians, and individuals listed for pick-up are allowed to remove children from facility
  - Parents/guardians are required to contact employees in regards to pick-up changes in writing
  - Anyone not on the Pick-Up List will be confirmed by identification and contact with parents
- Parents/Guardians MUST sign children out of facility
  - Children will not be allowed to leave the building unattended
- Parents/Guardians requesting participants to leave the facility unescorted are required to complete a permission form.
- **LATE PICK-UP:** There is a \$5 per 15 minute late fee for children picked up after 6 pm
  - Parents should contact recreation center if they know they are going to be late

## Notice of Leave

- Parents are REQUIRED to notify recreation center if child will not attend (sick, vacation, etc.)
  - Repetitive failure to contact the facility may result in termination of participation
- A written letter (digital or hard copy) must be submitted to the program supervisor if your child will no longer participate

Parent/ Guardian (Print) \_\_\_\_\_ Date \_\_\_\_\_

Parent/ Guardian Signature \_\_\_\_\_

# Winston-Salem Recreation & Parks After School Program

2018 – 2019 Academic Year  
Code of Conduct & Discipline Policy

## Code of Conduct

To make Winston-Salem Recreation & Park's (WSRP) After School Program a fun experience for your child and other camp participants, it is important that the following behaviors are understood by parents and participants as prohibited and can be grounds for suspension and/or expulsion:

- Disruption of homework
- Fighting, instigating a fight, harming another participant, staff, or volunteers
- Defiance of staff, volunteers, or other supervisors
- Stealing
- Harassment (verbal or physical)
- Destruction of property
- Inappropriate attire (shoes with wheels, halter tops, etc.)
- Leaving facility
- Bullying

## Discipline Policy

Disobeying the Code of Conduct above can result in WSRP staff disciplining the participant with timeout or restricting group participation. Each offense of the Code of Conduct policy will result in the following:

- 1<sup>st</sup> Offense – Verbal warning to child & inform parent
- 2<sup>nd</sup> Offense – Letter of behavior to parents
- 3<sup>rd</sup> Offense – Letter of behavior to parents & conference
- 4<sup>th</sup> Offense – Suspension (1 day)
- 5<sup>th</sup> Offense – Expulsion

WSRP reserves the right to omit discipline steps depending on the severity of the offense. These offenses will be documented and will carry through the entire school year. If your child is suspended or expelled NO REFUND will be granted.

If participants intentionally destroy or damage any WSRP equipment (pool sticks, balls, paddles, etc.) items are expected to be replaced or paid for parents/guardians.

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Parent/Guardian Signature

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Date

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After School Participant Signature

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Date

# Winston-Salem Recreation & Parks After School Program

2018 – 2019 Academic Year  
General Information

## Recreation Centers will be closed on:

<b>Labor Day</b>	Monday, September 3
<b>Veteran's Day</b>	Monday, November 12
<b>Thanksgiving</b>	Thursday, November 22 & Friday, November 23
<b>Christmas</b>	Monday, December 24 & Tuesday, December 25
<b>New Year's Day</b>	Tuesday, January 1
<b>MLK Day</b>	Monday, January 14
<b>Good Friday</b>	Friday, April 19
<b>Memorial Day</b>	Monday, May 27

## Holidays and Breaks

After School Program will correspond with in-session school dates, teacher work days, and holiday breaks. For holiday breaks some recreation centers offers the following activities:

**Drop-in Days:**           **7:30 am – 6:00 pm, \$10/day early registration, \$15/day of event**  
Monday, October 29  
Tuesday, October 30  
Wednesday, November 21  
Tuesday, January 22  
Friday, March 29

**Winter Camp:**           **7:30 am – 6:00 pm, \$10/day early registration, \$15/day of event**  
Wednesday, December 26  
Thursday, December 27  
Friday, December 28  
Monday, December 31  
Wednesday, January 2

**Spring Break Camp:** **7:30 am – 6:00 pm, \$50/week early registration, \$60/week after March 28**  
Monday, April 15 – Friday, April 18

## Inclement Weather Days

WSRP will offer day camp activities when WS/FC Schools are closed for inclement weather at specific locations. Facility will open at 8 am (or when staff are able to safely arrive) until 5:30 pm for snow days. \$10/child. Check with recreation center staff regarding inclement weather sites.

## What to bring each day:

- Snack or money for snacks (Drink machine \$1.00/ Vending Machine \$0.50 - \$1.00)
  - Candy and soda are not permitted for purchase EXCEPT on Fridays
- Homework assignments and study materials
- Books or other reading material for when homework is completed

## What NOT to bring:

- Electronics (MP3 players, phones, etc. unless on designated days)
- Valuables
- Food to share/trade (food allergies)

# Winston-Salem Recreation & Parks After School Program

2017 – 2018 Academic Year  
Medication Form

## Participant Information

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Birthday: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

I understand that the Winston-Salem Recreation & Park's Department discourages the administration of medications at WSRP After School Program unless it is necessary for the health of the participant. No medication will be administered to a child without the written order of a licensed physician or dentist and permission of the parent/guardian. **Medication must be clearly labeled with child's name, dosage amount, and in original container.** No injections will be given except in extreme emergency (allergy to wasp, bee, etc.)

**Parents/Guardians are strongly encouraged to  
administer medications at home before or after WSRP After School Program.**

Parent/ Guardian (Print) \_\_\_\_\_ Date \_\_\_\_\_

Parent/ Guardian Signature \_\_\_\_\_

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## COMPLETED BY PHYSICIAN:

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Medication: \_\_\_\_\_ Begin/End Date: \_\_\_\_\_

Medication type: Tablet Capsule Liquid Ointment Inhalant Other: \_\_\_\_\_

Dosage: \_\_\_\_\_ Time of Day: \_\_\_\_\_ Frequency: \_\_\_\_\_

Precautions/Side Effects/Comments: \_\_\_\_\_

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_