



# Raleigh Parks & Recreation Department School Based Programs

2011 – 2012

REGISTRATION BEGINS MARCH 1, 2011



**AFFORDABLE, QUALITY RECREATION PROGRAMS**  
Before School X-Press, After School X-Press, Track Out X-Press, Teen, & Teacher Workday Programs



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## Dear Parent/Guardian,

Thank you for selecting the City of Raleigh Parks and Recreation Department as your family's school based programs provider during the 2011 – 2012 School Year. Our activities are designed to go beyond fun and games, to create meaningful childhood memories. Activities focus on safe recreation, life skills, and educational programming for all children; promoting character development by encouraging and modeling personal interaction and supervision in a stimulating, flexible environment; fostering a positive self-image through asset and character building framework; developing good socialization skills through multi-cultural exposure; encouraging health and fitness as a lifetime goal; attaining an appreciation for the outdoor world and learning how to take care of it; and **HAVING FUN!**

The Raleigh Parks and Recreation Department Youth Programs Division is excited to provide your family with a variety of program opportunities to experience during the school year. We strive to offer high quality, low cost diverse programs for all school aged participants and families in the City of Raleigh and surrounding municipalities. Programs offered include after school, before school, track out, teacher workdays, teen, and specialty programs for students on traditional, modified and year round calendars.

Our staff is dedicated to making a positive difference in every young life we encounter.

All of our program staff attends extensive staff training before your children ever set foot in our programs! The training emphasizes basic philosophies about appropriate developmental activities, various learning styles, conflict management, positive behavior reinforcement, diversity, and much, much more...

The Raleigh Parks and Recreation Department is committed to offering a variety of programs to serve our citizens. We look forward to making meaningful memories with you and your family. Again, thank you for your interest in our programs. We are excited to have the opportunity to work with your children and build relationships that will last a lifetime.

Sincerely,

**Diane Sauer, Director**

City of Raleigh Parks and Recreation Department

# Before and After School X-Press Programs Location Selection Guide

Below is a list of Wake County Elementary and Middle Schools currently served by the Raleigh Parks and Recreation Before and After School Programs during the 2011-2012 school year. This list is a tentative guide to help identify program locations for your child's school. Some schools may be served by multiple locations. Please note that the 2011-2012 school sites served by our programs may vary from the list below based on program registration and transportation availability. Transportation availability will be determined by the guidelines set forth on the After School X-Press program information page.

Please call the Youth Programs Office at 831-6165 for assistance if you are unable to determine your child's program location for the 2011-2012 school year. A map and phone numbers for all locations are located on page 20.

School Name	School Type	Before School Location	After School Location
Barwell Road*	YR	Barwell Road	Barwell Road
Brentwood	Trad	N/A	Green Road
Brier Creek*	YR	Brier Creek	Brier Creek
	YR	N/A	Lake Lynn
Brooks	Trad	N/A	Optimist
Carroll Middle	Trad	N/A	Optimist
Durant Middle	YR	N/A	Green Road
Durant Elem	YR	N/A	Green Road
East Millbrook Middle	Trad	N/A	Millbrook Exchange
Green	YR	N/A	Green Road
	YR	N/A	Optimist
Harris Creek*	YR	Harris Creek	Harris Creek
Leesville Middle	Trad	N/A	Lake Lynn
Leesville Elementary	Trad	N/A	Lake Lynn
Millbrook	Trad	N/A	Optimist
River Bend*	YR	River Bend	River Bend
Root	Trad	N/A	Laurel Hills
Stough	Trad	N/A	Laurel Hills
Sycamore Creek	YR	Lake Lynn	Lake Lynn
Wilburn*	YR	Wilburn	Wilburn
York	Trad	N/A	Lake Lynn

**Trad = Traditional Calendar School; YR = Year Round School; Mod= Modified Calendar**

\* Program registration limited to participants that attend the school listed.

# General Information

## After School, Before School and Track Out X-Press Programs

- > The After School program includes scheduled early release days.
- > Inclement Weather Policies for all programs are located in School Based Program Policies Section.
- > Year round school participants can attend the Before and After school program only when their track is in school. For information about the Track Out X-Press program when your child is tracked out, see page 5-6.
- > The Before and After School X-Press Programs do not cover holidays and teacher workdays. The Raleigh Parks and Recreation Department's Youth Escape School program is offered on selected teacher workdays and the dates are listed on pg. 7.
- > Program fees are not pro-rated for daily registrations.
- > Track Out Participants are required to bring 2 snacks, a lunch, and drinks each day.

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## Before School Programs

### Before School X-Press

Grades K – 5

The Before School Program is a great way for your child to start their day! The morning is structured to allow for various arrival times. Activities include board games, crafts, playground time, gym games and more.

#### Program Dates

Year Round School Students:

Monday, July 11, 2011 – Friday, June 29, 2012

#### Program Hours

Program opens at 7:00am



#### Program Cost

City resident – \$680 per participant (plus \$25 non-refundable processing fee)

Non-city resident – \$800 per participant (plus \$25 non-refundable processing fee)

- > Full payment required for registrations that cost less than \$400. Registrations more than \$400 will require a \$25 non-refundable processing fee per participant and clients can have the option of a payment plan (see Payment Options on page 13).

#### Program Locations

To determine which program location your child should attend, please review the School Based Programs Selection Guide on page 2. A minimum of 10 participants is required for the program at a particular site to operate. See page 20 of the brochure for map and phone numbers of all locations.

#### Questions?

Call the Youth Programs office at (919) 831-6165.

# After School X-Press

## After School X-Press Program

Grades K – 6

The After School X-Press Program is offered at local Community Centers and selected Elementary Schools. Our recreation-based programs give your child a chance to explore their interests in many areas, including: Arts and Crafts, Computer Education, Sports and Fitness, Nature, Music, Cooking and Nutrition programs. Time will also be provided to work on homework.

### Program Dates

Traditional School Students: Thursday, August 25, 2011 – Thursday, June 7, 2012 (Unless extended by snow days)  
Year Round School Students: Monday, July 11, 2011 – Friday, June 29, 2012

### Program Hours

- > Traditional School Programs close at 6:00pm.  
Sites: Green Road, Laurel Hills, Optimist
- > Year Round School Programs close at 6:30pm.  
Sites: Barwell Road, Brier Creek, Lake Lynn, Harris Creek, River Bend, and Wilburn.

### Program Cost

- > \$1,460 per year per participant for city residents (plus \$25 non-refundable processing fee)
- > \$1,580 per year per participant for non-city residents (plus \$25 non-refundable processing fee)

- > Full payment required for registrations that cost less than \$400. For registrations over \$400 clients can have the option of a payment plan (see more Payment Options on page 13).

### Transportation

The Raleigh Parks and Recreation Department and the Wake County Public School System's Transportation Department work together in an attempt to transport participants from schools to Raleigh Parks and Recreation After School programs. The Raleigh Parks and Recreation Department is subject to all policies and procedures administered by the Wake County Public School System and has no control over decisions made by Wake County concerning participants that ride a Wake County School bus to an After School program site.

The City of Raleigh will make every attempt to provide transportation where Wake County is not able to do so, with the following stipulations:

- > There must be 10 or more participants registered by August 8, 2011 (Traditional Calendar) and June 17, 2011 (Year-Round Calendar) from the designated school to the desired location.

This is contingent on space availability on the City of Raleigh operated After School routes.

Raleigh Parks and Recreation reserves the right to amend a participant's After School location based on transportation needs. Transportation may not be available in some circumstances.

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## Friendly After School Program

The Friendly After School program is for youth with developmental and/or physical impairments. Participants must be able to display appropriate behavior and function independently on a 1:4 ratio. Participants will enjoy activities such as arts and crafts, sports, games, field trips, and more! This Program is held based on the Wake County Public Schools Traditional Calendar. The program will not meet on teacher workdays, dismissal due to inclement weather, or

holidays. No refunds will be granted for days missed or cancelled due to vacation, illness, suspension, or inclement weather. Transportation is not provided, but may be arranged through your participant's IEP. Payment may be made in weekly or monthly installments. For additional information, please contact Jennifer Tabery at 807-5402 or via email at Jennifer.Tabery@raleighnc.gov.

# Track Out X-Press Program

## Track Out X-Press Program

Grades K-7

The Track Out X-Press Program strives to provide high quality activities at a reasonable cost for children who are tracked out of year round or modified schools. This program provides a stimulating and exciting atmosphere through highly organized activities including arts and crafts, sports, recreational games, field trips, educational computer activities, nature programs and much more. Additional specialty programs will be offered throughout the year. Registration is limited to year round and modified calendar students until July 11, 2011. A sample program schedule is on page 6.

**The Track Out X-Press Program at Lake Lynn will accept participants up to 8th grade.**

### Program Hours

> The track-out program opens at 7:00 am and closes at 6:30 pm.



## PROGRAM COST

### All 4 breaks

City resident – \$1,500 per participant (plus \$25 non-refundable processing fee)

Non-city resident - \$1,620 per participant (plus \$25 non-refundable processing fee)

### Weekly

City resident – \$150/wk Non-city resident – \$160/wk

> Full payment required for registrations that cost less than \$400. For registrations more than \$400, clients can have the option of a payment plan (see Payment Options on page 13). All track out weeks must be paid in full if cost is less than \$400 or when registering after March 1, 2012.

### Track Out Weekly Registration

Track Out weekly registration information and dates are located on page 12. Weekly Track Out X-Press registration will begin April 11, 2011.

### Program Information

The track out program will not operate on the following dates:

- > Friday, July 1st- Friday, July 8th, 2011
- > Monday, September 5, 2011
- > Friday, November 11, 2011
- > Thursday, November 24 - Friday, November 25, 2011
- > Wednesday, December 21, 2011 –  
Friday, December 30, 2011
- > Monday, January 16, 2012
- > Friday, April 6, 2012
- > Monday, May 28, 2012

The Raleigh Parks and Recreation Department's Y.E.S. program covers some dates above. The Year Round Y.E.S. dates are listed on pg. 7.



# SAMPLE TRACK OUT X-PRESS PROGRAM SCHEDULE

TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30			<b>CHOICE PLAY</b> 7:00AM-8:45AM		
8:00					
8:30					
9:00	Snack	Snack	Snack	Snack	Snack
9:30	Gym Game: Alien Invasion	Playground	Gym Stations	Gym Games	P/U @ 9:15
10:00		Silent Ball	Classroom Activities: Lists Galore	<b>Art Project:</b> Model Magic – Alien Pencil Holders	Marbles Museum 10:00-12:30
10:30	<b>Art Project:</b> Sidewalk Chalk	Gym Time: Kickball Day #2	Lunch		
11:00	Classroom Activity Candy BINGO!	Lunch	P/U @ 11:15	Gym Time: Cross the Ocean & Captain's Orders	<b>IMAX SHOW</b> <i>Wild Ocean</i> 10:00 am
11:30		Quiet Time	Jellybeans (Cary) 11:45-1:30	Lunch	
12:00				Quiet Time Activities	
12:30	Quiet Time Activities	<b>Cooking Project:</b> Monkey Bread		Board Games & Computer Lab	P/U @ 12:30
1:00	Gym Time: Kickball Day #1				
1:30					Lunch
2:00	<b>Movie:</b> "Alvin and the Chipmunks"	Gym Time: Catch-up	P/U @ 1:30	TOX Hawaiian Luau: Video Games, Arts & Crafts, Snack	Quiet Time Activities
2:30		Board Games	Quiet Time Activities		<b>Art Project:</b> Scrap Art
3:00			Classroom Activities: "Things In Order Relays"	Movie: Lilo and Stitch	
3:30		Snack	Snack		Snack
4:00	ASX Activities	ASX Activities	ASX Activities	ASX Activities	ASX Activities
4:30-6:00	ASX Activities	ASX Activities	ASX Activities	ASX Activities	ASX Activities

■ Clinics

■ Field Trips

■ Special Program

■ Art Project

■ Cooking Project

■ Movie

# Y.E.S. Day Programs

## Y.E.S. Day Program

Grades K – 6

Need something for your child to do on teacher workdays or school holidays? Enroll in the Youth Escape School (Y.E.S.) program! This wonderful recreational opportunity provides a safe alternative for school aged children while parents work. Participants interact with their peers and counselors in fun filled activities such as sports, arts & crafts, games, movies and a variety of other exciting events. Field Trips may require additional fees. Each participant must bring lunch, 2 snacks, and drinks. Y.E.S. Days must be paid in full at the time of your registration, clients can register either through the Recreation Business Office or the community center where the program is held.

## TRADITIONAL SCHOOLS

### Program Cost

\$25 per day for city residents

\$35 per day for non-city residents

### Program Dates\*

August 22, 2011	December 30, 2011
August 23, 2011	January 23, 2012
August 24, 2011	February 20, 2012
September 30, 2011	February 21, 2012
October 31, 2011	March 30, 2012
November 23, 2011	April 2, 2012
December 22, 2011	April 3, 2012
December 23, 2011	April 4, 2012
December 28, 2011	April 5, 2012
December 29, 2011	

**\* Please call the individual community centers to inquire about date and space availability.**

**Program Time** 7:30am-6:00pm

### Program Locations

A map and phone numbers for all locations are listed on page 20.

Biltmore	Lake Lynn	Pullen
Carolina Pines	Laurel Hills	Ralph Campbell
Chavis	Millbrook	Tarboro Road
Green Road	Method	Worthdale
Jaycee	Optimist	

## YEAR ROUND SCHOOLS

### Program Cost

\$30 per day for city residents

\$40 per day for non-city residents

### Program Dates\*

July 1, 2011	December 21, 2011
July 5, 2011	December 22, 2011
July 6, 2011	December 23, 2011
July 7, 2011	December 28, 2011
July 8, 2011	December 29, 2011
	December 30, 2011

**\* Please call the individual community centers to inquire about date and space availability.**

**Program Time** 7:00am-6:30pm

### Program Locations

Barwell Road

Brier Creek

Marsh Creek

## Traditional and Year Round Schools Weather Bound Program

Grades K – 6

Bring your children to the Weather Bound Program for a day of structured play when Wake County Public Schools are closed due to inclement weather. Hours are 8:00 am to 5:00 pm. Activities may include sports, crafts, games, computer games, movies and outdoor play. Children should bring a lunch, two snacks and drinks and a change of clothes. Pre-registration is recommended. Space is limited. **Please contact program location for availability and to register.**

### Program Cost

\$25 a day for city residents

\$35 a day for non-city residents

### Program Locations

Chavis, Green Road, Jaycee

Information for all locations listed in the section is located on page 20. Information includes location addresses and phone numbers.

# Teen Programs

## Middle School Mania

Grades: 6-8

Are you looking for a day of fun and excitement for your middle school student on a teacher workday? If so there are three community centers throughout the City of Raleigh that provide this opportunity for your student. Your student will participate in Dance Dance Revolution (DDR) competitions, Wii programs, sports activities, cooking programs, and much more. Program dates and locations are listed below.

**Program Hours:** 7:30am – 6:00pm

**Program Cost :** Resident, \$30 and Non Resident, \$40

**Program Contact Person:** Daniel Price 807-5409

### Program Locations

Green Road, Laurel Hills, and Millbrook Exchange

### Program Dates: Laurel Hills

- September 30, 2011
- October 31, 2011
- November 23, 2011
- December 22, 2011
- December 23, 2011
- December 28, 2011
- December 29, 2011
- December 30, 2011
- January 23, 2012
- February 20, 2012
- February 21, 2012
- March 30, 2012
- April 2, 2012
- April 3, 2012
- April 4, 2012
- April 5, 2012

## Middle School After School

Grades 6-8

This program provides fun and exciting activities geared towards middle school students in an after school setting. Activities students will participate in are recreation and sports activities, interactive video games, arts and crafts, cooking, and much more! Homework time will also be provided.

**Program Hours:** School Dismissal – 6:00pm

**Program Cost:** City resident – \$1,460 per participant (plus \$25 non-refundable processing fee)

Non-city resident - \$1,580 per participant (plus \$25 non-refundable processing fee)

**Program Contact Person:** Daniel Price 807-5409

### Program Locations

Lake Lynn  
Millbrook Exchange

### Program Dates

August 25, 2011-June 7, 2012



# 2011 – 2012 Registration Information

This brochure contains all of the information and materials needed for program registration. Please read the following instructions thoroughly before completing the registration form.

A new registration form must be completed each new school year for each child.

- > Participation in a previous year's program does not guarantee a space in programs for the upcoming year. Registration forms will be processed on a **first come, first serve basis** beginning on March 1, 2011, EXCEPT for weekly Track-Out registration. We will not begin processing weekly Track-Out registrations until April 11, 2011.
- > Allow time for confirmations to be mailed out and understand that no confirmation of registration will be given at time of drop-off.

Please make sure that your registration forms are fully completed so that we can provide prompt and accurate processing of your request.

## Program Questions

Please call the phone numbers listed with the program descriptions for questions about that specific program. General school based programming questions can be answered by the Youth Programs Office at 831-6165 or email [youth.programs@raleighnc.gov](mailto:youth.programs@raleighnc.gov)

## Registration Questions

Registration for all school based programs is handled by the Recreation Business Office. Please call the Recreation Business Office at 996-4800 for School Based Program Registration or email [Rbo.registration@raleighnc.gov](mailto:Rbo.registration@raleighnc.gov)

- > Registration for Traditional and Year Round Y.E.S. Days and Specialty Programs will be accepted by the program location as well.

## Registration Deadline Dates

All registration forms must be submitted at least one week prior to the start of each program. Program start date may vary depending on the program. Please contact the Recreation Business Office at (919) 996-4800 to verify registration deadline and space availability.

## Registration After Programming Starts

Completed registration, payment, and \$25 non-refundable processing fee per participant must be received by the Recreation Business Office one week prior to start date.

## **Registration Form Submission**

The Recreation Business Office will accept completed registration materials by drop off or mail-in. Fax or electronic copies are not permitted.

### **Drop-Off Registration**

Drop off registration is preferred at the Recreation Business Office, located at 105 Pullen Road, Pullen Arts Center, Raleigh, NC, 27607.

Registration forms will be accepted beginning March 1, 2011.

Registration forms will be processed on a **first come, first serve basis**. Full payment (required for all registrations that cost less than \$400) **plus** a \$25 non-refundable processing fee per participant. Registrations more than \$400 will require a \$25 non-refundable processing fee per participant and clients have the option of a payment plan. If you choose to drop off completed registration forms at one of our other program locations YOU MUST SEAL YOUR FORMS AND PAYMENT in an envelope addressed to the Recreation Business Office/School Based Programs Registration. For quality control, registrations will only be processed by the Recreation Business Office. Program locations are listed on page 20. Please call locations for hours of operation.

## **Withdrawals/Transfers**

All withdrawal and transfer requests must be received in writing 14 days or more in advance of a program. When you withdraw from the track out full package, your space will be released. Waitlist clients for the track out full package will have the option to register for this space. Withdrawing and re-registering does not guarantee space availability. If there is no space availability your registration will be placed on the waitlist.

### **Non-refundable Processing Fee**

A \$25.00 non-refundable processing fee per participant is due at the time of registration. Withdrawals due to non-payment will require a \$25.00 non-refundable processing fee per participant prior to registering back into the program.

### **Mail-In Registration**

Mail-in registrations should be postmarked no earlier than March 1, 2011. Registrations will be processed by the postmark date. Registrations received with a postmark earlier than March 1, 2011 will be processed beginning March 7, 2011. Please include a full payment (required on registrations that cost \$400 or less) plus a \$25 non-refundable processing fee per participant. Registrations more than \$400 will require a \$25 non-refundable processing fee per participant plus clients can have the option of a payment plan.

### **Mailing Address**

Raleigh Parks and Recreation Department  
Attention: Recreation Business Office – School Based Programs  
Pullen Arts Center, P&R 6501  
105 Pullen Road  
Raleigh, NC 27607

# 2011 – 2012 Registration Part 1 - Program Selection

Please complete a separate registration for each child.

**Main Contact Name** \_\_\_\_\_

**Youth Name** \_\_\_\_\_

**City of Raleigh Resident?**  Yes  No

**My Child Attends: (select one)**

- Traditional School Calendar – School Name: \_\_\_\_\_
- Year Round School Calendar - School Name and Track #: \_\_\_\_\_
- Modified School Calendar – School Name: \_\_\_\_\_
- Home School

You may select the following package programs and indicate a location selected (check all programs that apply)

- Before School X-Press**  \$680 (resident)  \$800 (non-resident) Page #3  
Program Location \_\_\_\_\_
- After School X-Press**  \$1,460 (resident)  \$1,580 (non-resident) Page #4  
Program Location \_\_\_\_\_
- Track Out X-Press**  \$1,500 (resident)  \$1,620 (non-resident) Page #5  Weekly registration\*  
Program Location \_\_\_\_\_

\* IF YOU PREFER to select only specific weeks of Track-Out programming please complete Track-Out Weekly Registration section.

**Y.E.S.** Page #7 (Must be paid at the time of registration)

- Y.E.S. Day Program **Traditional School Calendar**  
Location \_\_\_\_\_  
\_\_\_\_\_ Days x \$25 a day = \$ \_\_\_\_\_  
Dates: \_\_\_\_\_

- Y.E.S. Day Program **Year Round School**  
Location \_\_\_\_\_  
\_\_\_\_\_ Days x \$30 a day = \$ \_\_\_\_\_  
Dates: \_\_\_\_\_

**Middle School** Page #8

- Middle School Mania Single Program Days  
Location \_\_\_\_\_  
Cost = \$ \_\_\_\_\_  
Dates: \_\_\_\_\_

- Middle School Afterschool  
Location \_\_\_\_\_  
Cost = \$ \_\_\_\_\_  
Dates: \_\_\_\_\_

**Non-refundable processing fee** \$25.00  
**Total Cost** \$ \_\_\_\_\_

*Continued next page.*

**OFFICE USE ONLY:**

Deposit \$ \_\_\_\_\_ Site \_\_\_\_\_

Receipt # \_\_\_\_\_ Staff Name \_\_\_\_\_

# 2011 – 2012 Registration Part 1 *continued*

## Track Out Weekly Registration

Select all weeks that you wish for your child to attend the Track Out Program on a weekly basis. PLEASE MARK YOUR SELECTIONS CLEARLY. Weekly Track Out X-Press registration will begin April 11, 2011. All registration forms must be submitted at least one week prior to the start of each program. Program start date may vary depending on the program, please contact the Recreation Business Office at (919) 996-4800 to verify registration deadline and space availability.

Track 1	Track 2	Track 3	Track 4
<b>BREAK 1</b>	<b>BREAK 1</b>	<b>BREAK 1</b>	<b>BREAK 1</b>
<input type="checkbox"/> 9/14 – 9/16/2011 \$90 Registration Deadline: 9/7/2011	<input type="checkbox"/> 8/22 – 8/26/2011 \$150 Registration Deadline: 8/15/2011	<input type="checkbox"/> 8/1 – 8/5/2011 \$150 Registration Deadline: 7/25/2011	<input type="checkbox"/> 7/11 – 7/15/2011 \$150 Registration Deadline: 7/5/2011
<input type="checkbox"/> 9/19 – 9/23/2011 \$150 Registration Deadline: 9/12/2011	<input type="checkbox"/> 8/29 – 9/2/2011 \$150 Registration Deadline: 8/22/2011	<input type="checkbox"/> 8/8 – 8/12/2011 \$150 Registration Deadline: 8/1/2011	<input type="checkbox"/> 7/18 – 7/22/2011 \$150 Registration Deadline: 7/11/2011
<input type="checkbox"/> 9/26 – 9/30/2011 \$150 Registration Deadline: 9/19/2011	<input type="checkbox"/> 9/6 – 9/9/2011 \$120 Registration Deadline: 8/30/2011	<input type="checkbox"/> 8/15 – 8/19/2011 \$150 Registration Deadline: 8/8/2011	<input type="checkbox"/> 7/25 – 7/29/2011 \$150 Registration Deadline: 7/18/2011
<b>BREAK 2</b>	<input type="checkbox"/> 9/12 – 9/13/2011 \$60 Registration Deadline: 9/6/2011	<b>BREAK 2</b>	<b>BREAK 2</b>
<input type="checkbox"/> 12/5 – 12/9/2011 \$150 Registration Deadline: 11/28/2011	<b>BREAK 2</b>	<input type="checkbox"/> 10/24–10/28/2011 \$150 Registration Deadline: 10/17/2011	<input type="checkbox"/> 10/3 – 10/7/2011 \$150 Registration Deadline: 9/26/2011
<input type="checkbox"/> 12/12–12/16/2011 \$150 Registration Deadline: 12/5/2011	<input type="checkbox"/> 11/14 – 11/18/2011 \$150 Registration Deadline: 11/7/2011	<input type="checkbox"/> 10/31–11/4/2011 \$150 Registration Deadline: 10/24/2011	<input type="checkbox"/> 10/10–10/14/2011 \$150 Registration Deadline: 10/3/2011
<input type="checkbox"/> 12/19 –12/20/2011 \$60 Registration Deadline: 12/12/2011	<input type="checkbox"/> 11/21–11/23/2011 \$90 Registration Deadline: 11/14/2011	<input type="checkbox"/> 11/7–11/10/2011 \$120 (no program on 11/11) Registration Deadline: 10/31/2011	<input type="checkbox"/> 10/17 –10/21/2011 \$150 Registration Deadline: 10/10/2011
<b>BREAK 3</b>	<input type="checkbox"/> 11/28–12/2/2011 \$150 Registration Deadline: 11/21/2011	<b>BREAK 3</b>	<b>BREAK 3</b>
<input type="checkbox"/> 3/5 – 3/9/2012 \$150 Registration Deadline: 2/27/2012	<b>BREAK 3</b>	<input type="checkbox"/> 1/23 – 1/27/2012 \$150 Registration Deadline: 1/17/2012	<input type="checkbox"/> 1/2 – 1/6/2012 \$150 Registration Deadline: 12/28/2011
<input type="checkbox"/> 3/12 – 3/16/2012 \$150 Registration Deadline: 3/5/2012	<input type="checkbox"/> 2/9 – 2/10/2012 \$60 Registration Deadline: 2/1/2012	<input type="checkbox"/> 1/30 – 2/3/2012 \$150 Registration Deadline: 1/23/2012	<input type="checkbox"/> 1/9 – 1/13/2012 \$150 Registration Deadline: 1/2/2012
<input type="checkbox"/> 3/19 – 3/23/2012 \$150 Registration Deadline: 3/12/2012	<input type="checkbox"/> 2/13 – 2/17/2012 \$150 Registration Deadline: 2/6/2012	<input type="checkbox"/> 2/6 – 2/8/2012 \$90 Registration Deadline: 1/30/2012	<input type="checkbox"/> 1/17 – 1/20/2012 \$120 Registration Deadline: 1/10/2012
<b>BREAK 4</b>	<input type="checkbox"/> 2/20 – 2/24/2012 \$150 Registration Deadline: 2/13/2012	<b>BREAK 4</b>	<b>BREAK 4</b>
<input type="checkbox"/> 6/4 – 6/8/2012 \$150 Registration Deadline: 5/29/2012	<input type="checkbox"/> 2/27 – 3/2/2012 \$150 Registration Deadline: 2/20/2012	<input type="checkbox"/> 4/18 – 4/20/2012 \$90 Registration Deadline: 4/11/2012	<input type="checkbox"/> 3/26 – 3/30/2012 \$150 Registration Deadline: 3/19/2012
<input type="checkbox"/> 6/11 – 6/15/2012 \$150 Registration Deadline: 6/4/2012	<b>BREAK 4</b>	<input type="checkbox"/> 4/23 – 4/27/2012 \$150 Registration Deadline: 4/16/2012	<input type="checkbox"/> 4/2 – 4/5/2012 \$120 Registration Deadline: 3/26/2012
<input type="checkbox"/> 6/18 – 6/22/2012 \$150 Registration Deadline: 6/11/2012	<input type="checkbox"/> 5/14 – 5/18/2012 \$150 Registration Deadline: 5/7/2012	<input type="checkbox"/> 4/30 – 5/4/2012 \$150 Registration Deadline: 4/23/2012	<input type="checkbox"/> 4/9 – 4/13/2012 \$150 Registration Deadline: 4/2/2012
<input type="checkbox"/> 6/25 – 6/29/2012 \$150 Registration Deadline: 6/18/2012	<input type="checkbox"/> 5/21 – 5/25/2012 \$150 Registration Deadline: 5/14/2012	<input type="checkbox"/> 5/7 – 5/11/2012 \$150 Registration Deadline: 4/30/2012	<input type="checkbox"/> 4/16 – 4/17/2012 \$60 Registration Deadline: 4/9/2012
	<input type="checkbox"/> 5/29 – 6/1/2012 \$120 Registration Deadline: 5/22/2012		
<b>Subtotal of Track 1</b> \$ _____	<b>Subtotal of Track 2</b> \$ _____	<b>Subtotal of Track 3</b> \$ _____	<b>Subtotal of Track 4</b> \$ _____
<b>Non Resident Fee</b>	<b>Non Resident Fee</b>	<b>Non Resident Fee</b>	<b>Non Resident Fee</b>
\$10 x # of weeks      \$ _____	\$10 x # of weeks      \$ _____	\$10 x # of weeks      \$ _____	\$10 x # of weeks      \$ _____
<b>TOTAL TRACK 1</b> \$ _____	<b>TOTAL TRACK 2</b> \$ _____	<b>TOTAL TRACK 3</b> \$ _____	<b>TOTAL TRACK 4</b> \$ _____

All weekly Track-Out registrations processed on and after March 1, 2012 must be paid in full at the time of registration.

# 2011 – 2012 Registration Part 2 - Payment Options (Choose A, B or C)

Main Contact Name

Youth Name

Please complete Option A, B, C or D in its entirety.

Failure to adhere to the terms of your payment plan may jeopardize the ability to have a payment plan in the future. If your account becomes two months behind your child(ren) will be withdrawn. If you are withdrawn for non-payment and wish to re-register for a program you will be required to pay a \$25 non-refundable processing fee and the cost of the program in full at the time of registration.

## OPTION A - FULL PAYMENT WITH REGISTRATION

You must pay in full if your registration cost is less than \$400 OR if you register after March 1, 2012. A \$25 non-refundable processing fee per participant must be included with your registration. You can choose to pay in full at any cost level. Complete the information below:

Check or Money Order attached (payable to City of Raleigh)  American Express  MasterCard  Visa

Name of Card Holder

Billing Address

City/Zip

Card Number

Expiration Date

Amount Authorized

Signature

## OPTION B - MONTHLY PAYMENT PLAN USING CREDIT CARD AUTHORIZATION

If your registration cost is \$400 or more, AND your registration is processed before March 1, 2012 AND you authorize payment by credit card, (American Express, MasterCard or Visa) a \$25 non-refundable processing fee per participant must be paid before receiving a monthly payment plan. YOU MUST complete both sections below, Non-Refundable Processing fee and PAYMENT PLAN AUTHORIZATION, below:

Non-Refundable Processing Fee paid by:

American Express  MasterCard  Visa  Check or Money Order attached (payable to the City of Raleigh)

Name of Card Holder

Billing Address

City/Zip

Card Number

Expiration Date

Non-Refundable Processing Fee Authorized

Signature

I hereby authorize City of Raleigh to process my monthly payment against my American Express, MasterCard or Visa. I certify, by signing below, that the information provided is true and correct.

American Express  MasterCard  Visa

Name of Card Holder

Billing Address

City/Zip

Card Number

Expiration Date

Authorize monthly payment as stated on payment plan

Signature

If we are unable to process your payment we will contact you. Resolution on declined payments must be completed within 3 business days to avoid restrictions on your account and/or to continue participation in our programs.

*Continued next page.*

## 2011-2012 Registration Part 2 *continued*

### **OPTION C – MONTHLY PAYMENT PLAN USING ALTERNATIVE PAYMENT METHOD**

**If you want to request an alternative payment method for your payment plan you must schedule an appointment by calling the Recreation Business Office at 919-996-4800. You need to bring your registration forms along with a \$25 non-refundable processing fee for each participant at the time of your appointment. Your registration will not be processed until you meet with one of our Recreation Business Office associates.**

Date Called RBO \_\_\_\_\_

Appointment Date \_\_\_\_\_

Appointment Scheduled with \_\_\_\_\_

If the required payment for Option A, B or C is not enclosed with your registration, your registration request WILL NOT be processed. We will try and contact you to obtain payment.

### **PAYMENT PLAN AUTHORIZATION**

**Payment plans are calculated based on the date the registration is processed. Payment plans start as early as July 1, 2011 and end May 1, 2012.**

Registrations processed March 1 to June 15, receive an 11 month payment plan.

Registrations processed June 16 to July 15, receive a 10 month payment plan.

Registrations processed July 16 to August 15, receive a 9 month payment plan.

Registrations processed August 16 to September 15, receive an 8 month payment plan.

Registrations processed September 16 to October 15, receive a 7 month payment plan.

Registrations processed October 16 to November 15, receive a 6 month payment plan.

Registrations processed November 16 to December 15, receive a 5 month payment plan.

Registrations processed December 16 to January 15, receive a 4 month payment plan.

Registrations processed January 16 to February 15, receive a 3 month payment plan.

Registrations processed February 16 to March 1, receive a 2 month payment plan.

ALL REGISTRATIONS COMPLETED AFTER March 1, 2012 must be paid in full at the time of registration.

The payment plan will be mailed to the main contact person and card holder in advance of your first payment.

Please refer to our School Based Program Policies, pages 16 – 18 for more payment, refund and withdrawal information.

### **OPTION D – FINANCIAL ASSISTANCE**

**Raleigh Parks and Recreation recognizes that some participants may need financial assistance to have the opportunity to participate in our programs. Financial assistance is available for our Year Round Track Out, Before School and After School programs. Funds are limited. For more information about eligibility and additional forms that need to be completed with registration, please call 919-996-4800.**

*Proceed to Part 3 next page.*

# 2011 – 2012 Registration Part 3 - Participant Information

Last Name		First Name		Preferred Name	
Address					
City/State/Zip				Home Phone	
Is this a new address? <input type="radio"/> Yes <input type="radio"/> No		Date of Birth	Age	Grade (2011–2012)	Gender
School					
If year-round school, provide Track #					
Insurance Carrier & Policy #					
Name of Child's Doctor, Phone Number & Address					
Name of Child's Dentist, Phone Number & Address					
Hospital Preference					

**Parent/Guardian Information** (please indicate person who is the main contact)

Mother/Guardian

Last Name		First Name	
Home #	Work#	ext.	Mobile #
Address			
City/State/Zip			
Employer		Email address	

Father/Guardian

Last Name		First Name	
Home #	Work#	ext.	Mobile #
Address			
City/State/Zip			
Employer		Email address	

**Emergency Contact/Release Authorization**

Please list in order additional names other than the parent/guardian listed above, 16 or older, that are authorized to be contacted in case of an emergency and allowed to pick-up the participant. Authorized individuals will be required to show a picture ID. Please print all names.

1. Name Relationship to child

Address		City/State/Zip	
Home #	Work#	Mobile #	

Please check the box if you authorize staff to disclose information about the participant's behavior and other activities at the program.

2. Name Relationship to child

Address		City/State/Zip	
Home #	Work#	Mobile #	

Please check the box if you authorize staff to disclose information about the participant's behavior and other activities at the program.

*Continued next page.*

# Registration Part 3 *continued*

## Health Information

The Raleigh Parks and Recreation Department welcomes the participation of all individuals in our programs, including those with disabilities. We are fully committed to complying with the ADA and providing reasonable accommodations to facilitate participation in our programs. **To ensure that adequate resources are in place, registration should be received at least two weeks prior to the start date of the program.** For information regarding inclusive resources, please refer to the Inclusion Services section on page 18. The City of Raleigh recommends that parents or guardians consult their participant's physician or health care professional to assess their participant's ability to participate in the program. It is requested that parents or guardians provide in writing any additional instructions for the specific condition or special need of their participant.

Please indicate yes or no for ALL items listed. Please use space below to provide additional details on boxes checked Yes.

- |  |  |  |                                     |
|--|--|--|-------------------------------------|
| yes <input type="checkbox"/> no <input type="checkbox"/> | Autism Spectrum Disorder (Aspergers, Autism, HFA, PDD)       | yes <input type="checkbox"/> no <input type="checkbox"/> | ADHD / ADD (please circle one)      |
| yes <input type="checkbox"/> no <input type="checkbox"/> | Diabetes   | yes <input type="checkbox"/> no <input type="checkbox"/> | Allergy – Food: _____               |
| yes <input type="checkbox"/> no <input type="checkbox"/> | Down Syndrome  | yes <input type="checkbox"/> no <input type="checkbox"/> | Allergy – Other: _____              |
| yes <input type="checkbox"/> no <input type="checkbox"/> | Emotional / Behavioral Disorder<br>(not related to ADHD/ADD) | yes <input type="checkbox"/> no <input type="checkbox"/> | Asthma                              |
| yes <input type="checkbox"/> no <input type="checkbox"/> | Epilepsy / Seizure Disorder                                  | yes <input type="checkbox"/> no <input type="checkbox"/> | Dietary Restrictions:               |
| yes <input type="checkbox"/> no <input type="checkbox"/> | Intellectual Disability / Developmental Delay                | yes <input type="checkbox"/> no <input type="checkbox"/> | Hearing or Visual Impairment: _____ |
| yes <input type="checkbox"/> no <input type="checkbox"/> | Motor Impairment (Cerebral Palsy, Partial Paralysis, etc.)   | yes <input type="checkbox"/> no <input type="checkbox"/> | Other Condition: _____              |

Additional detailed information for anything checked yes above (including special instructions for allergic reactions):

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## Medical Information

Only medications which are medically necessary and cannot be scheduled outside the hours of the recreation program will be given during the program. No program participant should be in possession of non-prescription or prescription medication of ANY kind without the knowledge of the program staff. Any participant who must receive medication during the program must have on file the appropriate signed medication form:

- A. **Assisted Administration of Medication:** Parks & Recreation staff maintain, provide and monitor consumption of both prescription and non-prescription medication.
- B. **Self-Administration of Medication:** (for use in Teen, Adventure and SRS Adult Programs ONLY) Participant may maintain and consume non-prescription medication, inhalers and/or EPI pen as needed with review from staff.

The Assisted Administration of Medication form is included within the School Based Programs Brochure. Both forms may also be obtained by contacting the specific program location or by calling the Raleigh Business Office at 996-4800. Medication forms should be submitted PRIOR to the participant attending the program.

Please list any medication the participant is currently taking (including inhalers for asthma):

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Medical Insurance is required for all participants registered for School Based Programs. Third Party opportunities may be available upon request.

I confirm that the participant has medical insurance. yes  no

I authorize that pictures or video may be taken of the participants for use in marketing, program training or program activities. yes  no

By signing below, I acknowledge the following:

- that the City of Raleigh provides no insurance coverage for participants;
- that I have read, understand, and agree to the City of Raleigh Parks and Recreation School Based Program Policies on pages 17-19.
- that I understand I am waiving my legal rights (please refer to camp policies).
- that in the event of a medical emergency, every effort will be made to contact parent (s)/ guardian (s). I authorize the City of Raleigh staff to seek appropriate medical care if a parent/guardian cannot be reached;
- that Raleigh Parks and Recreation staff will only allow the parent /guardian whose signature appears on this registration form to make changes to the form and staff will only release information about the participant to those person(s) listed; and
- that I have selected an appropriate program for the interests and abilities of the participant and that the information I have provided on the Participant Information Form is current and accurate.

**Signature is required to complete the registration process.**

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Participant Name	Parent/Guardian Signature	Date
Participant Name	Parent/Guardian Signature	Date

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# 2011 – 2012 School Based Programs Policies

Please read carefully.

## Babysitting Policy

Any babysitting arrangements with present or former staff of the Raleigh Parks and Recreation Department are separate and independent from any Departmental program. These arrangements must be based on the independent responsibility and judgment of the parent or guardian. The City of Raleigh Parks and Recreation Department shall not be responsible for any claims or liability in connection with such babysitting activities.

## Behavior Management Policy

We utilize and encourage the practice of praise and positive reinforcement as effective methods of behavior management. We believe that when participants receive positive and understanding interactions, they can develop good self-concept, problem-solving abilities, and self-discipline. The City of Raleigh Parks and Recreation Department supports and practices the following procedures for behavior problems:

1. Initially, participants will be given a quiet reprimand/verbal warning.
2. If behavior persists after verbal warning, a Behavior Action Plan will be implemented to identify specific behaviors and work with the participant and parent/guardian to develop appropriate behavior management solutions.
3. If behavior problems continue after implementation of the Behavior Action Plan, a first Incident Report will be presented to the parent/guardian.
4. Additional behavior problems will constitute a second Incident Report presented to the parent/guardian and a possible two (2) full-day suspension from the program may occur. (No refunds will be given for the days suspended). The parent/guardian may be requested to pick up the participant within an hour of the initial contact to the parent/guardian. If a parent/guardian does not pick up the participant within an hour, a late fee may be charged.
5. If a behavior problem persists, a third Incident Report will be presented and the participant may be asked to leave the program. A two (2) full day suspension will be issued to the participant while the incident reports are being reviewed.
6. For severe offenses, such as but not limited to: fighting/hitting, theft, vandalism, bullying, possession of weapons or drugs, severe verbal threats, sexual misconduct, or any other safety related behavior, the participant may be suspended or dismissed from the program immediately. Any of the above mentioned behaviors may result in immediate suspension

or expulsion from program.

7. Participants will not be disciplined in the program for behavior that occurred outside of program hours, even at parental requests.
8. Participation in the program activities during program hours is required.

## Child Care Licensing Information

Several of our sites are licensed by the North Carolina Division of Child Development and require additional paperwork to be completed before your child can begin our program. You may be required to complete this paperwork at the time of registration or at a later date. Failure to complete licensing paperwork by given deadline may result in dismissal from program. Licensure also requires that you come into the program site everyday to sign your child in and/or out of the program.

## Confidentiality Policy

Raleigh Parks and Recreation staff will not discuss confidential matters or personal information with anyone outside of Raleigh Parks and Recreation or with unauthorized individuals.

All participants are encouraged to respect the confidentiality of other participants by not disclosing personal information in public displays such as My Space, Facebook, Twitter, etc. Raleigh Parks and Recreation staff are not permitted to share personal information or pictures about any participants or staff in any public display area such as My Space, Facebook, Twitter, etc. or discuss any personal information about participants outside of the workplace.

## Dress Code Policy

Participants should wear cool, comfortable clothing and tennis shoes in order to participate in recreational or athletic activities each day. If appropriate attire is not worn, therefore preventing participation, the parent/guardian may be asked to bring appropriate clothing or will be required to pick up the participant. In general rubber shoes, "croc's," are not recommended as acceptable attire for active recreation activities. Certain programs may have additional clothing requirements.

Unacceptable attire: sandals or flip-flops; shirts with spaghetti straps; clothing that displays drugs, alcohol, tobacco, or gang references; two piece bathing suits (age 12 and up); excessively loose pants or shirts; revealing clothing; jewelry.

## Electronic Devices Policy

Staff reserves the right to confiscate electronic devices if issues arise. Confiscated electronics will

be returned to the parent/guardian at the end of the day.

Youth Programs: No electronic devices are allowed (examples: cell phones, MP3 players, gaming devices, etc.)

Teen Programs: Cell phones are not allowed. Electronic devices such as MP3 players or gaming devices are allowed during designated "down time" with signed waivers.

## Field Trips Policy

Raleigh Parks and Recreation will transport participants offsite in vehicles provided by or contracted by the City of Raleigh. If a program participant arrives at the program after the scheduled departure for a field trip, it is the responsibility of the parent/guardian to either:

- Transport the participant to the field trip location and sign-in the participant with a City of Raleigh program staff member at the field trip site, or;
- Transport the participant to the program site once the program returns from the field trip location and sign-in.

Participants cannot be left at a program location without program staff present. Refunds will not be awarded if participant misses a field trip. The City of Raleigh Parks and Recreation Department does not accept responsibility for a program participant until they are signed in with program staff.

If a parent/guardian needs to pick up a participant while on a field trip, it is the responsibility of the parent/guardian to pick up the participant at the field trip location. Confirmation of the early release is required prior to participant being released.

## Illness/Injury Policy

Any participant should remain home from all programs if they have had any of the following in the past twenty-four (24) hours:

- Contagious conditions (i.e. fever- 100 degrees or higher without fever reducing medication, diarrhea, vomiting, sore throat, undiagnosed rash, chicken pox, pink eye, ring worm, head lice, etc)
- Physical Injury that does not allow the participant to safely participate in the program.

If a participant demonstrates any of the above while at the program, the parent/guardian will have one hour to pick up the participant from the program location.

*continued on next page*

# 2011 – 2012 School Based Programs Policies *continued*

If the participant becomes sick while at the program, he/she will be separated from the other participants while the parent/guardian is called to come and pick them up. After 24 hours, if the participant is symptom free or written documentation has been received from a doctor stating the participant is not contagious or can safely participate, they may return to program. If you suspect that your child has a contagious condition that may be spread to others, please notify your program director as soon as possible. Please do not bring the participant back to the program until the program director has been contacted.

## **Inclement Weather Policy**

The youth programs division has established inclement weather procedures to protect the safety of all participants and staff members. Raleigh Parks and Recreation Department inclement weather procedures are influenced by Wake County's decisions in reference to inclement weather. Refunds or credits will not be given for inclement weather. During an inclement weather event, programs will operate as follows:

### **Before School X-Press Program**

- Wake County Public Schools are closed-Program cancelled
- Wake County Public Schools delay school opening-Program cancelled

### **After School X-Press Program**

- Wake County Public Schools are closed-Program cancelled
- Wake County Public School release early-Program cancelled

### **Track Out X-Press Program**

- Wake County Public Schools are closed-Visit [parks.raleighnc.gov](http://parks.raleighnc.gov) or call (919) 831-6165 for program operation status.
- Wake County Public Schools delay school opening- Visit [parks.raleighnc.gov](http://parks.raleighnc.gov) or call (919) 831-6165 for program operation status.
- Wake County Public Schools release early-Program operates as normal unless Raleigh Parks and Recreation Department decides to close programs early. Visit [parks.raleighnc.gov](http://parks.raleighnc.gov) or call (919) 831-6165 for program operation status.

## **Inclusion Services**

The Raleigh Parks and Recreation Department welcomes the participation of all individuals in our programs, including those with disabilities. We are fully committed to complying with the ADA and providing reasonable accommodations to facilitate participation in our programs. Inclusion Services supports access to typical programs for participants with disabilities and/or health conditions by offering reasonable and appropriate resources to the participant. Resources may include, but are not limited to, parent and/or service provider interviews, supportive materials, program site specific training and/or additional staff support for the group. Participants who indicate a disability or special need on the registration form may be contacted by Inclusion Services to determine if any of the above resources are necessary for participation. Those participants requiring a more intensive level of support may consider having their own care provider at the program. To ensure that adequate resources are in place, registration should be received at least two weeks prior to the start date of the program. Please contact Inclusion Services at 807-5428 for more information.

## **Late Pick-up Policy**

Participants that are picked up after the closing time of the program will be charged a late fee. The fee is as follows: Once the parent/guardian is up to ten minutes late a \$5 fee will be charged per participant. An additional \$1 per participant will be added for every minute past ten minutes late. Payment is due at the time of late pick-up. Continual late pickups may lead to dismissal from the program in relation to excessive late pick-up policy forms.

## **Lost/Stolen Items**

The City of Raleigh Parks and Recreation Department is not responsible for any personal items lost or stolen at our programs.

## **Non-Discrimination Policy**

The City of Raleigh Parks and Recreation Department does not discriminate on the basis of race, color, national origin, sex, sexual orientation or disability in employment opportunities or the provision of service, programs or activities. A participant alleging discrimination on the basis of any of the aforementioned areas may file a complaint with either the Director of the Raleigh Parks and Recreation Department or the Office of Equal Opportunity, US Department of the Interior, Washington, DC 20240.

## **Payment Policy**

Full payment is required for all registrations that cost less than \$400. Registrations over \$400 can have the option of a payment plan (see Payment Options on page 12). If you are requesting a payment plan schedule, a \$25 non-refundable processing fee must be submitted along with your completed Payment Plan Authorization and returned with the registration or you need to contact the Recreation Business Office, 919-996-4800, option 1, for an appointment. If your payment plan becomes one or more payments past due, your account will be frozen. Failure to adhere to the terms of your payment plan may jeopardize the ability to have a payment plan in the future. If your account becomes two months behind, your child(ren) will be withdrawn. If you are withdrawn for non-payment and wish to re-register for a program you will be required to pay a new processing fee and the cost of the program in full at the time of registration. Failure to clear the delinquency could result in termination of your child/children's participation in our programs.

## **Personal Care Policy**

The City of Raleigh Parks and Recreation Department does not provide personal care for program participants. Raleigh Parks and Recreation staff does not assist in the toileting of any program participants or help with dressing participants. The Department requires that all program participants are "potty" trained in order to participate.

If a toileting accident does occur, a change of clothes must be brought to the program site or the participant must be picked up from the program site within one hour of the incident. If toileting accidents become routine, participants may be dismissed from the program.

## **Photography/Video Waiver**

Pictures or video clips may be taken of any program participant while involved in City of Raleigh Parks and Recreation activities and may be used for marketing materials or staff training. Photos or video clips may be used in program activities. Participant's names will not be published when photo or video clips are used. Some program areas are permitted to have social media sites. These sites are controlled by departmental staff. If you do not agree, please indicate on the registration form.

## Refund Policy

- Non-attendance/Non-participation in a program or activity does not entitle a patron to a refund. Refunds may take up to 45 days or longer to complete. All refund requests must be received in writing at least 14 or more days in advance of the start date of a program.
- 100% refund/credit/transfer if Department cancels program,
- 100% transfer of fees to another RPRD program at time of withdrawal OR 85% refund/credit based on total cost of program.
- Refund/credit/transfer request received less than 14 days prior to start date of a program will not be granted.
- Refunds for medical reasons requested prior to start date of program will be granted at 100% subject to verification.
- A transfer must be requested at the time of withdrawal.
- A credit may be used by any family member on the same registration account.
- The \$25 non-refundable processing fee is not refundable for any reasons if your registration has been processed.

## Release and Indemnity Agreement

I understand that participating in the recreational program selected involves risk of injury. These risks include inclement weather, accidents while traveling, equipment problems or failures, contacts with and actions of other participants, slips/trips/falls, and musculoskeletal injuries, among others. I choose for myself or for my child to participate in the selected programs despite the risks. By signing the Participant Information form, I acknowledge all risks of injury, illness, and death and affirm that I have assumed all responsibility of injury, illness, or death in any way connected with participation in the program. I also agree for myself and for any child participant to follow all rules and procedures of the program and to follow the reasonable instructions of the teachers and supervisors of the program. In return for the opportunity to participate in this program, I agree for myself and for my heirs, assigns, executors, and administrators to release, waive, and discharge any legal rights I may have to seek payment or relief of any kind from the City, its employees or its agents for injury, illness, or death resulting from this program. If I am registering a child for a program, I agree that I am a parent, legal guardian, or am otherwise responsible for the child whose application I am submitting and that I release, waive, and discharge any legal rights that I may assert on behalf of the child participation in the program. I also agree not to sue the City, its

employees, or its agents and agree to indemnify the City for all claims, damages, losses, or expenses, including attorney's fees, if a suit is filed concerning an injury, illness, or death to me or to my child resulting from participation in the program.

## Sunscreen and Insect Repellent

If needed, please apply these products to participants before they come to the program each day. For use during program please supply any sunscreen and/or insect repellent that the participant may need during any program. Staff will provide frequent opportunities for participants to reapply over the course of the day. Staff may assist participants in applying sunscreen only to exposed skin that the participant cannot reach on their own. Spray or mist type sunscreen and/or insect repellent are recommended. These products are not to be shared with other participants.

Barwell Road, Brier Creek and Marsh Creek will be required to complete an additional form to use sunscreen and insect repellent.

## Swimming Information

Raleigh Parks and Recreation staff will conduct swim tests for all program participants and issue lifejackets to non-swimmers. To swim without a lifejacket, a swimmer must be able to swim one length of the pool (approximately 25 yds. or 75 ft.) on their front and tread water for 30 seconds. All non-swimmers will be required to wear lifejackets. Parent/guardian can request that staff not allow the participant to participate in the swim test and automatically place the participant in a lifejacket. Staff reserves the right to place a participant in a lifejacket in the interest of a participant's safety. All participants, regardless of swimming ability, will wear lifejackets when participating in water activities including swimming in lakes, rivers, or the ocean.

## Waitlists Notification

If your participant clears the waitlist, you will be notified by the Recreation Business Office staff by telephone. You will have 24 hours to accept and remit payment for the requested program; this program registration must be confirmed in writing. If notification is not received within 24 hours you will forfeit your program placement.

## Voucher Policy

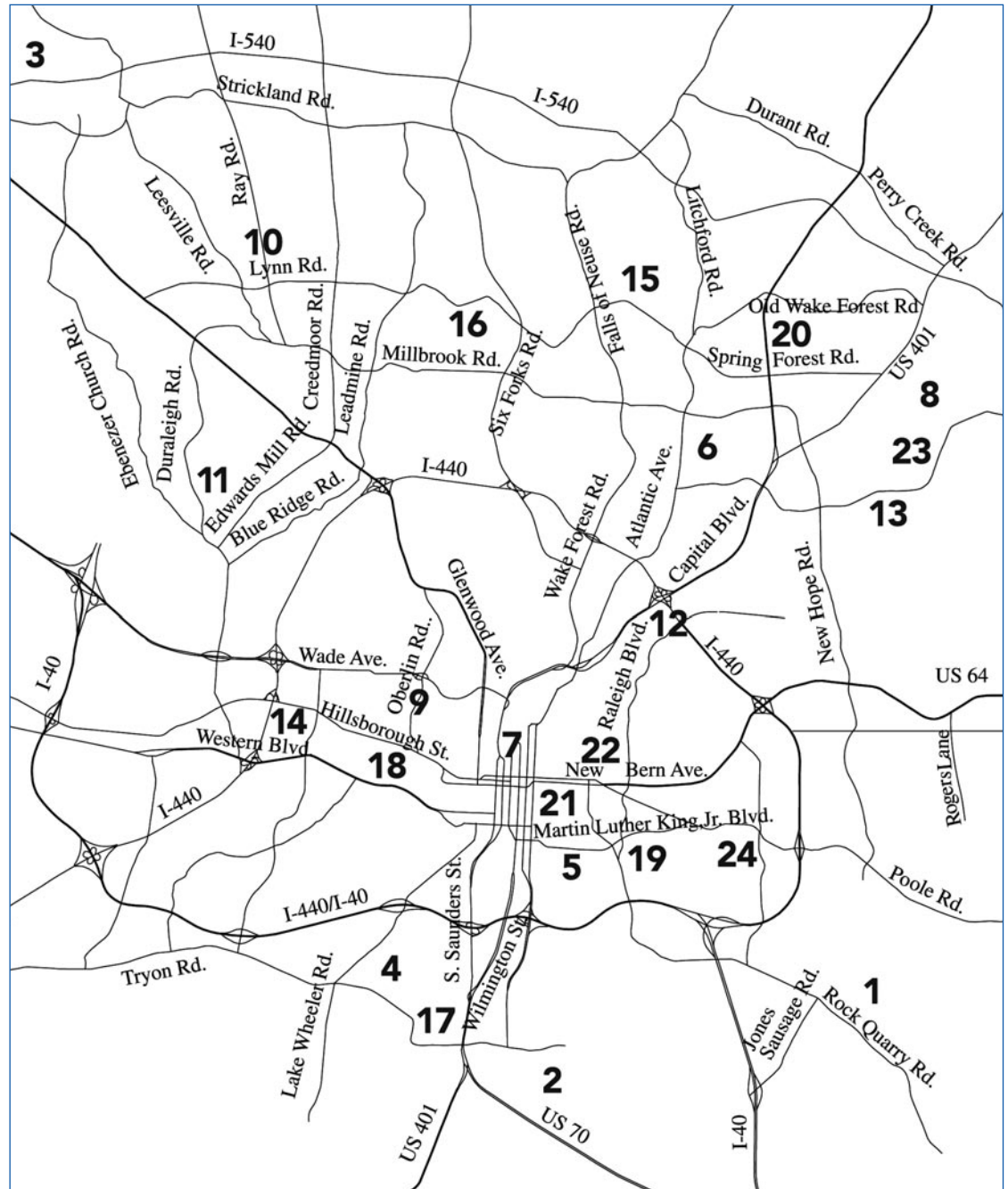
Due to licensing, vouchers are only accepted for Barwell Road, Brier Creek and Marsh Creek School Based Programs (Before School, After School, and Trackout). A completed voucher with proper information and child care site will need to be turned into and signed off by the Recreation Business Office at 105 Pullen Road, Raleigh, NC 27607. For all voucher and registration questions please call 996-4800. Additional sites may be added in the future.

## Withdrawal and Transfer Requests

All withdrawals and transfers must be received in writing 14 days or more in advance of the start date of the program. Non-attendance or non-participation in a program does not entitle a patron to credit of registration fee. When you withdraw from the track out full package, your space will be released. Waitlist clients for the track out full package will have the option to register for this space. Once withdrawal is complete, to re-register into a program, request must be submitted in writing one week prior to the start of a program and \$25.00 non-refundable processing fee per participant must be received prior to registering back into the program. Withdrawing and re-registering does not guarantee space availability. If there is no space available, your registration will be placed on the waitlist.

## Locations

- 1 Barwell Road**  
3935 Barwell Road 27610  
329-5994
- 2 Biltmore Hills**  
2615 Fitzgerald Drive 27610  
831-6895
- 3 Brier Creek**  
3050 Globe Road  
27617  
420-2340
- 4 Carolina Pines**  
2305 Lake Wheeler Road 27603  
831-6435
- 5 Chavis**  
505 MLK Jr. Boulevard 27601  
831-6989
- 6 Green Rd.**  
4201 Green Road 27604  
872-4140
- 7 Halifax**  
1015 Halifax Street 27604  
831-6378
- 8 Harris Creek Elementary**  
3829 Forestville Road 27616  
831-6165
- 9 Jaycee**  
2405 Wade Avenue 27607  
831-6833
- 10 Lake Lynn**  
7921 Ray Road 27613  
870-2911
- 11 Laurel Hills**  
3808 Edwards Mill Road 27612  
420-2383
- 12 Lions**  
516 Dennis Avenue 27604  
831-6995
- 13 Marsh Creek**  
3050 New Hope Road 27604  
996-4920
- 14 Method**  
514 Method Road 27607  
831-6066
- 15 Millbrook Exchange**  
1905 Spring Forest Road 27615  
872-4156
- 16 Optimist**  
5900 Whittier Drive 27609  
870-2880
- 17 Peach Road**  
911 Ileagnes Road 27603  
807-8545
- 18 Pullen**  
408 Ashe Avenue 27606  
831-6052
- 19 Ralph Campbell**  
756 Lunar Drive 27610  
250-2757
- 20 Riverbend Elementary School**  
6710 Penny Creek Rd 27617  
831-6165
- 21 Roberts**  
1300 E. Martin Street 27610  
831-6830
- 22 Tarboro Rd.**  
121 N. Tarboro Road 27610  
831-6505
- 23 Wilburn Elementary**  
3707 Marsh Creek Road 27604  
831-6165
- 24 Worthdale**  
1001 Cooper Road 27610  
250-2730





## What our customers are saying!

"My child enjoys going to the center for Before School and really loves the track out program. She often rants and raves to her friends and family on how much fun she has at the center. I just want to give my gratitude and say thank you for how comfortable I am in leaving my child in your care."

Program Parent

"They care about us. The good thing about them is each counselor has their own personality. They come in everyday and stay happy all day. They make sure we do everything to the best of our ability."

Program Participant

"I like all the games we play. It makes me excited to go every morning."

Program Participant



Attn: Recreation Business Office  
Pullen Arts Center, P&R 6501  
105 Pullen Road  
Raleigh, NC 27607

[www.parks.raleighnc.gov](http://www.parks.raleighnc.gov)

## Our Staff

Our core program staff have all come to us 4 year college degrees and vast amount of experience working with

youth. This education and experience allows our staff to provide your child with well rounded experience of diverse activities.

Our staff believes that working with your child is fun. It's not just about rules of the game, abilities, or a basketball. It's about HEART. It's about FEELINGS. It's about making a positive difference in YOUR child's life!

### Staff Credentials

Members of the Raleigh Parks and Recreation's Department have many qualities and values including:

- > Willingness to have fun and provide a positive example for kids to rely on!
  - > Tremendous energy and passion for working with youth!
  - > An extensive amount of knowledge in program activities for kids!
- But most importantly the ability to come out and PLAY!

**Pullen Arts Center, 105 Pullen Road**  
**Raleigh, NC 27607, 919-996-4800**  
**[www.raleighnc.gov/schoolprograms](http://www.raleighnc.gov/schoolprograms)**

