

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

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

- > 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
BREAK 1	BREAK 1	BREAK 1	BREAK 1
<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
BREAK 2	<input type="checkbox"/> 9/12 – 9/13/2011 \$60 Registration Deadline: 9/6/2011	BREAK 2	BREAK 2
<input type="checkbox"/> 12/5 – 12/9/2011 \$150 Registration Deadline: 11/28/2011	BREAK 2	<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
BREAK 3	<input type="checkbox"/> 11/28–12/2/2011 \$150 Registration Deadline: 11/21/2011	BREAK 3	BREAK 3
<input type="checkbox"/> 3/5 – 3/9/2012 \$150 Registration Deadline: 2/27/2012	BREAK 3	<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
BREAK 4	<input type="checkbox"/> 2/20 – 2/24/2012 \$150 Registration Deadline: 2/13/2012	BREAK 4	BREAK 4
<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	BREAK 4	<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		
Subtotal of Track 1 \$ _____	Subtotal of Track 2 \$ _____	Subtotal of Track 3 \$ _____	Subtotal of Track 4 \$ _____
Non Resident Fee	Non Resident Fee	Non Resident Fee	Non Resident Fee
\$10 x # of weeks \$ _____	\$10 x # of weeks \$ _____	\$10 x # of weeks \$ _____	\$10 x # of weeks \$ _____
TOTAL TRACK 1 \$ _____	TOTAL TRACK 2 \$ _____	TOTAL TRACK 3 \$ _____	TOTAL TRACK 4 \$ _____

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
(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):

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):

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.

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