

2012 – 2013 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, 2012, EXCEPT for weekly Track-Out registration. We will not begin processing weekly Track-Out registrations until April 9, 2012.
- > 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.

Registration Checklist

- Locate the appropriate programs** – Indicate on registration form your participant's school name and track number.
- Registration Form** – Submit a completed form for each participant.
- Child Care Licensing Information** – Brier Creek, Barwell Rd and Marsh Creek participants will be required to complete licensing paperwork at the time of registration or at the site.
- Payment Options** – Choose the correct option that fits your needs.
- \$25 non-refundable processing fee is required for each participant to be submitted with registration form.**

Program Questions

General school based programming questions can be answered by the Youth Programs Office at (919) 996-6165 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 (919) 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.

2012 – 2013 Registration Information *continued*

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, 2012.

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, 2012. Registrations will be processed by the postmark date. Registrations received with a postmark earlier than March 1, 2012 will be processed beginning March 8, 2012. 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

2012 – 2013 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) \$824 (non-resident) Page 4
Program Location _____

After School X-Press \$1,460 (resident) \$1,604 (non-resident) Page 2 or 5
Program Location _____

Track Out X-Press \$1,500 (resident) \$1,644 (non-resident) Page 6 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 4 or 8 (Must be paid at the time of registration)

Y.E.S. Day Program **Traditional School Calendar**

Program Location _____

_____ Days x \$25 a day = \$ _____

Dates: _____

Y.E.S. Day Program **Year-Round School (must be paid at time of registration)**

Program Location _____

_____ Days x \$30 a day = \$ _____

Dates: _____

Non-refundable processing fee **\$25.00**

Total Cost \$ _____

Program dates are subject to change. The 2012-2013 school calendars were under review by Wake County Public Schools at time of publication, due to the changes in the number of instructional days passed by the NC Legislature. Please call 919-996-6165 for more information.

Continued next page.

OFFICE USE ONLY:

Deposit \$ _____ Site _____

Receipt # _____ Staff Name _____

Start Date _____

2012 – 2013 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 9, 2012. 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"/> 9/12 – 9/14/2012 \$90 Registration Deadline: 9/5/2012	<input type="checkbox"/> 8/20 – 8/24/2012 \$150 Registration Deadline: 8/13/2012	<input type="checkbox"/> 7/30 – 8/3/2012 \$150 Registration Deadline: 7/25/2012	<input type="checkbox"/> 7/9 – 7/13/2012 \$150 Registration Deadline: 7/2/2012
<input type="checkbox"/> 9/17 – 9/21/2012 \$150 Registration Deadline: 9/10/2012	<input type="checkbox"/> 8/27 – 8/31/2012 \$150 Registration Deadline: 8/20/2012	<input type="checkbox"/> 8/6 – 8/10/2012 \$150 Registration Deadline: 7/30/2012	<input type="checkbox"/> 7/16 – 7/20/2012 \$150 Registration Deadline: 7/9/2012
<input type="checkbox"/> 9/24 – 9/28/2012 \$150 Registration Deadline: 9/17/2012	<input type="checkbox"/> 9/4 – 9/7/2012 \$120 (no program on 9/3) Registration Deadline: 8/27/2012	<input type="checkbox"/> 8/13 – 8/17/2012 \$150 Registration Deadline: 8/6/2012	<input type="checkbox"/> 7/23 – 7/27/2012 \$150 Registration Deadline: 7/16/2012
BREAK 2	<input type="checkbox"/> 9/10 – 9/11/2012 \$60 Registration Deadline: 9/4/2012	BREAK 2	BREAK 2
<input type="checkbox"/> 12/3 – 12/7/2012 \$150 Registration Deadline: 11/26/2012	BREAK 2	<input type="checkbox"/> 10/22–10/26/2012 \$150 Registration Deadline: 10/15/2012	<input type="checkbox"/> 10/1 – 10/5/2012 \$150 Registration Deadline: 9/24/2012
<input type="checkbox"/> 12/10–12/14/2012 \$150 Registration Deadline: 12/3/2012	<input type="checkbox"/> 11/13 – 11/16/2012 \$120 (no program on 11/12) Registration Deadline: 11/5/2012	<input type="checkbox"/> 10/29–11/2/2012 \$150 Registration Deadline: 10/22/2012	<input type="checkbox"/> 10/8–10/12/2012 \$150 Registration Deadline: 10/1/2012
<input type="checkbox"/> 12/17 –12/20/2012 \$120 Registration Deadline: 12/10/2012	<input type="checkbox"/> 11/19–11/21/2012 \$90 (no program on 11/22-23) Registration Deadline: 11/13/2012	<input type="checkbox"/> 11/5–11/9/2012 \$150 Registration Deadline: 10/29/2012	<input type="checkbox"/> 10/15 –10/19/2012 \$150 Registration Deadline: 10/8/2012
BREAK 3	<input type="checkbox"/> 11/26–11/30/2012 \$150 Registration Deadline: 11/19/2012	BREAK 3	BREAK 3
<input type="checkbox"/> 3/4 – 3/8/2013 \$150 Registration Deadline: 2/25/2013	BREAK 3	<input type="checkbox"/> 1/22 – 1/25/2013 \$120 (no program on 1/21) Registration Deadline: 1/14/2013	<input type="checkbox"/> 1/2 – 1/4/2013 \$90 (no program on 1/1) Registration Deadline: 12/26/2012
<input type="checkbox"/> 3/11 – 3/15/2013 \$150 Registration Deadline: 3/4/2013	<input type="checkbox"/> 2/6 – 2/8/2013 \$90 Registration Deadline: 1/28/2013	<input type="checkbox"/> 1/28 – 2/1/2013 \$150 Registration Deadline: 1/22/2013	<input type="checkbox"/> 1/7 – 1/11/2013 \$150 Registration Deadline: 12/31/2012
<input type="checkbox"/> 3/18 – 3/20/2012 \$150 Registration Deadline: 3/11/2013	<input type="checkbox"/> 2/11 – 2/15/2013 \$150 Registration Deadline: 2/4/2013	<input type="checkbox"/> 2/4 – 2/5/2013 \$60 Registration Deadline: 1/28/2013	<input type="checkbox"/> 1/14 – 1/18/2013 \$150 Registration Deadline: 1/7/2013
BREAK 4	<input type="checkbox"/> 2/18 – 2/22/2013 \$150 Registration Deadline: 2/11/2013	BREAK 4	BREAK 4
<input type="checkbox"/> 6/3 – 6/7/2013 \$150 Registration Deadline: 5/28/2013	<input type="checkbox"/> 2/25 – 3/1/2013 \$150 Registration Deadline: 2/18/2013	<input type="checkbox"/> 4/16 – 4/19/2013 \$120 Registration Deadline: 4/8/2013	<input type="checkbox"/> 3/21 – 3/22/2013 \$60 Registration Deadline: 3/11/2013
<input type="checkbox"/> 6/10 – 6/14/2013 \$150 Registration Deadline: 6/3/2013	BREAK 4	<input type="checkbox"/> 4/22 – 4/26/2013 \$150 Registration Deadline: 4/15/2013	<input type="checkbox"/> 3/25 – 3/28/2013 \$120 (no program on 3/29) Registration Deadline: 3/18/2013
<input type="checkbox"/> 6/17 – 6/21/2013 \$150 Registration Deadline: 6/10/2013	<input type="checkbox"/> 5/13 – 5/17/2013 \$150 Registration Deadline: 5/6/2013	<input type="checkbox"/> 4/29 – 5/3/2013 \$150 Registration Deadline: 4/22/2013	<input type="checkbox"/> 4/1 – 4/5/2013 \$150 Registration Deadline: 3/25/2013
<input type="checkbox"/> 6/24 – 6/28/2013 \$150 Registration Deadline: 6/17/2013	<input type="checkbox"/> 5/20 – 5/24/2013 \$150 Registration Deadline: 5/13/2013	<input type="checkbox"/> 5/6 – 5/10/2013 \$150 Registration Deadline: 4/29/2013	<input type="checkbox"/> 4/8 – 4/12/2013 \$150 Registration Deadline: 4/1/2013
	<input type="checkbox"/> 5/28 – 5/31/2013 \$120 Registration Deadline: 5/20/2013		<input type="checkbox"/> 4/15/2013 \$30 Registration Deadline: 4/8/2013
Subtotal of Track 1 \$ _____	Subtotal of Track 2 \$ _____	Subtotal of Track 3 \$ _____	Subtotal of Track 4 \$ _____
Non Resident Fee \$12 x # of weeks \$ _____	Non Resident Fee \$12 x # of weeks \$ _____	Non Resident Fee \$12 x # of weeks \$ _____	Non Resident Fee \$12 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, 2013 must be paid in full at the time of registration.

2012 – 2013 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 one month 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, 2013. 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, 2013 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.

2012 – 2013 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, 2012 and end May 1, 2013.

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, 2013 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 17 – 19 for more payment, refund and withdrawal information.

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.

2012 – 2013 Registration Part 3 - Participant Information

Please complete in ink.

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 (2012–2013)	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 and preferred contact method)

<input type="radio"/> Mother/Guardian	Last Name		First Name		
<input type="radio"/> Home #	<input type="radio"/> Work#	ext.	<input type="radio"/> Mobile #		
Address					
City/State/Zip					
Employer				<input type="radio"/> Email address	
<input type="radio"/> Father/Guardian	Last Name		First Name		
<input type="radio"/> Home #	<input type="radio"/> Work#	ext.	<input type="radio"/> Mobile #		
Address					
City/State/Zip					
Employer				<input type="radio"/> 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 #			
<input type="radio"/> 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 (919) 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

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

2012 – 2013 School Based Programs Policies

Please read carefully.

Babysitting

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

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 camp for behavior that occurred outside of camp hours, even at parental requests.
8. Participation in camp 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

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

Participants should wear cool, comfortable clothing and athletic 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 camps may have additional clothing requirements.

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

Electronic Devices

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

Teen Camps: 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

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 camp 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 camp staff member at the field trip site, or;
- Transport the participant to the camp site once the camp returns from the field trip location and sign-in.

Participants cannot be left at a camp location without camp 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

Any participant should remain home from all summer camps 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 camp program.

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

continued on next page

2012 – 2013 School Based Programs Policies *continued*

camp, 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 camp. If you suspect that your child has a contagious condition that may be spread to others, please notify your camp director as soon as possible. Please do not bring the participant back to camp until the camp 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, Tune into WRAL TV-5, WTVD TV-11, or NBC TV-17 look for Raleigh P&R Track Out Programs, or call (919) 996-6165 for program operation status.
- Wake County Public Schools delay school opening- Visit parks.raleighnc.gov, Tune into WRAL TV-5, WTVD TV-11, or NBC TV-17 look for Raleigh P&R Track Out Programs, or call (919) 996-6165 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 or call (919) 996-6165 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 special needs by offering reasonable and appropriate resources to the participant. Resources may include, but are not limited to, parent/guardian 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 (919) 807-5428 for more information.

Late Pick-up

Participants that are picked up after the closing time of camp 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 family. An additional \$1 per family 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

The City of Raleigh Parks and Recreation Department does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment opportunities or the provision of services, 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, U.S. Department of the Interior, Washington, D.C. 20240.

Participant Sign Out

The Security Key Tag Identification Process is in place to properly identify individuals that have the parental/legal guardian permission to sign-out a participant from any camp program. Legal guardians and other individuals listed on the participant registration form as an authorized pick up person will be issued a security key tag. Key tags may be obtained from the site on the first day of the camp program. Tags will only be issued to the individual listed on the registration form with a photo ID. A parent/guardian will not be issued multiple key tags to be given to other individuals authorized to pick up the participant. A photo ID may be requested by program staff at any time to verify a person's identity even if the person has a security tag. Parent/Guardians should inform staff of any changes to the pick-up list in writing by contacting the Recreation Business Office (996-4800). Only parents/guardians who signed the registration form may make changes to the names listed as those who are authorized to pick up a participant. Parent/guardian's should inform anyone picking up a participant without a key tag that they will be required to show a picture identification card. Participants will not be released without proper photo identification.

Payment

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 13). 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 one month behind, your child(ren) will be withdrawn. If you are withdrawn for non-payment and wish to reregister 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

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 camp 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 by the Department 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.

Refunds

All refund requests received in writing 14 days or more in advance of the start date of the program/rental/team placement are entitled to: 100% refund/credit/transfer if the department cancels program or facility rental, 100% credit or transfer of fees to another program at time of withdrawal or, 85% refund based on total cost of program, 85% credit/transfer/refund of eligible rental fees

- Refund/credit/transfer requests received less than 14 days prior to the start date of a program/rental/team placement will not be granted
- Refunds for medical reasons requested prior to the start date of a program/rental/team placement will be granted at 100%, subject to verification
- Outdoor facility usage cancelled due to inclement weather may be rescheduled pending space availability
- A credit may be used by any family member on the same registration account
- Non-attendance/non-participation in a program does not entitle a patron to a refund.

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, contact 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/or death and affirm that I have assumed all responsibility of injury, illness, and/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, and/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's 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. 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 yards or 75 feet) 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 life jacket 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 nonparticipation 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 Worthdale**
1001 Cooper Road 27610
250-2730

