

Douglas County Parks & Recreation
Youth Program & Activity
Registration Packet

for

Kids Club

&

Adventure Camp

Valid for the 2023/2024 School Year and Summer Camp of 2024

Douglas County Parks & Recreation Department

Kid's Club & Adventure Camp

Policies & Expectations

Kids Club

Douglas County Recreation offers site based before and after school care. This program is held at five of the six Douglas County Elementary Schools in the valley. You can choose to sign up for our AM Program, PM Program or BOTH AM & PM depending on your needs.

Who May Attend

- Children ages 5-11 who are enrolled in grades K - 5
- Children must be toilet trained and able to manage self-care, such as eating and using the restroom with minimal assistance.

Program Hours

- AM Kid's Club - 7 - 8:40am, children are released to recess once allowed by the school
- PM Kid's Club - After school - 6pm, including minimum days
- Children are not to be dropped off before 7am and must be picked up by 6pm
- Kid's Club is offered Monday through Friday on school days.
- Kids Club is not offered on Holidays or on non-school days, such as breaks and teacher work days. Check out our Adventure Camp as an option for those days.

Cost

- Kids Club is offered for a monthly fee which is determined by the number of school days in the month. The monthly Fee is paid in full regardless of the number of days your child attends.
- You may enroll your child in AM Kids Club, PM Kids Club or both depending on your child care needs.
- Fees are due at the time of registration for the first month and then will be charged on the 20th of the month to the debit/credit card on file through our Auto-Withdrawal Payment Plan. A Convenience Fee of 2.5% is charged for all credit card transactions.
- All participants must be registered and fees paid before attending.
- The Kids Club Payment Schedule is available at the Community Center or online at www.douglascountynv.us

Locations

- For CCMES students, drop off and pick up will be at SES.
- For MES students, AM drop off is at MES and PM pick up will be at GES.

Credits / Refunds

- Kids Club is a monthly fee paid in full regardless of how many days or hours the child will attend throughout the month.
- Once a child has attended Kids Club for the month, refunds will not be given.
- The first months Kids Club rate may be prorated for families who start the program mid-month for the first time that school year.
- Once a child has started Kids Club, monthly fees will not be prorated.

Adventure Camp

Adventure Camp provides a full day of fun for your school aged child while school is out. We offer two Adventure Camp sites in the Carson Valley, one in town and one in the north valley. We offer trips and/or fun activities every day. You can sign up for the day, the week or the whole summer depending on your needs and schedule!

Who May Attend:

- Children ages 5-12 are enrolled in grades K - 5.
- Children who have not yet started Kindergarten or have already started 6th grade may not attend Adventure Camp.
- Children must be toilet trained and able to manage self-care, such as eating and using the restroom with minimal assistance.

Program Hours

- 7am - 6pm
- Children are not to be dropped off before 7am and must be picked up by 6pm
- Adventure Camp is offered Monday through Friday on non-school days such as breaks and teacher workdays.
- Adventure Camp is not offered on Holidays.
- The Adventure Camp calendar will be available at the Community Center or online at www.douglascountynv.us

Cost

- Adventure Camp is \$165 per child per 5-day week or \$132 per child per 4-day camp.
- Sibling discount of \$5 per child is available when additional siblings are registered for the same date.

Credits / Refunds

- ***Prior notice is required if you need to cancel a day. You must cancel by 12:00 p.m. the Monday prior in order to receive credit/refund for the day.*** A cancellation fee of \$25.00 per child/per 5 day camp session or \$20.00 per child/per for a 4 day camp session will be charged. You may receive a credit on your account, if paid by credit card, fees may be credited back to the card, or you may receive a refund in the mail. If you request a refund check in the mail, an additional \$5.00 processing fee will be charged. If you prefer, fees may be placed on account to be used for a future purchase.
- ***Prior notice and available space is required to transfer a day of camp or transfer camp location.*** You must transfer by 12:00 p.m. the Monday prior. A transfer fee of \$5.00 per child/per date will be charged for all transfers.
- ***If notice is given after 12:00 p.m. the Monday prior: no refund or transfer will be given unless a doctor's note is provided.***

Locations

- When staffing allows, we offer Adventure Camp at two locations in the valley, typically one in town and one in the north valley.
- You can select the location that is most convenient for your family.

What to Bring

- Bring a sack lunch and a drink every day. (Unless lunch is provided)
- Bring a water bottle and sunscreen every day.
- Snack is provided each afternoon. (Snack calendar is available upon request.)
- Dress according to trip destination. (Swimsuit for water days, socks for bowling, etc.)
- Closed toe shoes – for your child's safety, we require closed toe shoes for most of our active games and activities. If they choose to wear sandals or flip flops, please have them bring a pair of closed toe shoes as back up.
- *Spending money is optional* and at the discretion of each family. Recreation staff is not responsible for any money brought to camp.

What NOT to Bring

- Cell phones (each camp has a cell phone in case of emergency)
- Apple Watches, iPads, iPods, hand held video games or toys of any kind.
- Lunches that need to be heated or cooked
- Gum

Messages and Announcements

- Trip departure times vary. Please drop your child off by 8am or check with Camp staff to ensure your child does not miss the bus.
- Please be sure to check the activity board located at each Adventure Camp site for upcoming trips, announcements, and needed supplies for each day's adventures.
- Each Adventure Camp has a cell phone. Please check in with Camp Leaders to confirm the number so you can contact Camp directly if needed.

★ **Unless otherwise noted, the following policies apply to all Recreation Youth Programs:**

Registration Packet

- A current, completed and signed Registration Packet is required each new school year and is valid through the following summer.
- Registration Packets may be found online or picked up at the Douglas County Community Center.
- Registration packets may be updated throughout the year with a parents dated initials. For example: if the family has moved or a new emergency contact is added.

Program Registration

- Spaces are limited and are filled on a first-come first-served basis for each program.
- Current Kids Club families may register for Summer Adventure Camp beginning April 20th and registration for the general public will open May 1st.
- Pre-registration and payment is required prior to attendance for all Recreation Programs.
- We do not offer daily enrollment. Enrollment is only by the week.
- Payment must be made in full in order to assure your child's enrollment and participation in Recreation programs.

Waitlists

- If a program is full, a waitlist may be created to which your child may be added.
- You will not be charged an enrollment fee if your child is added to a waitlist.
- Participation in a program is not guaranteed by being added to a waitlist.

Payment

Payment must be made at the time of registration for the two weeks of camp in June. The remainder of camp sessions will be charged to the credit card on file, 6 days prior to the first day of the upcoming camp session.

Convenience Fee: A Convenience Fee of 2.5% is charged for all credit card transactions.

^ Please Note: All payments must be processed through the Community Center. Kids Club and Adventure Camp staff may NOT accept payment on site.

Check In and Out

- Sign in and out procedures are a critical part of ensuring the well being of your child. Please sign your child in and out each day on the forms provided.
- Proper sign in and out procedures ensure that your child has been placed under recreation staff supervision with parental consent and that only authorized individuals, also with parental consent, may pick up the children.
- Participants are not considered present in our program until a parent or other responsible adult formally signs them in.
- It is solely for the safety of your child that we ensure each child is released to a parent or other adult who is to pick up your child.
- You or any other authorized adults may be asked to provide proper I.D. when picking up your child.
- In the event that another adult needs to pick up your child, we will need a dated and signed note from the parent explaining who will be picking your child up that day.
- Registration Packets may be updated as needed, in person, by the parent/guardian.

Late Pick-Ups

- Kid's Club and Adventure Camp end at 6:00 pm.

- Pick up after 6:00 pm is considered late.
 - A late charge will be assessed if you are late picking up your child.
 - If you are late (6:01 pm – 6:05 pm) to pick up your child, you will be charged a \$5.00 late fee per child.
 - An additional \$1.00 per child will be charged for every minute after 6:05pm.
 - Two late pick-ups in one week will result in a one week suspension with no refund.
 - After three times of being in violation of this policy, parents/guardians may be asked to find an alternative program for their child and no fee refunds will be given.
- **Please note:** If you are more than 30 minutes late and we have not been able to reach parent/guardian or any emergency contacts provided in the registration packet, the Douglas County Sheriff's Office will be called and children will be released into DCSO's custody.

Medication

- If your child is required to take medication during Recreation program hours, please complete the Medication Authorization Form enclosed in the packet or available at the program location.
- All medication **must** be sent in the original labeled container.
- All medication must be turned in to staff for proper storage and safety. It can be taken home each day, or left for the duration of the program at the discretion of the parent/guardian.

Discipline

- It is the goal of the Douglas County Parks and Recreation Department to provide a supportive environment in which children can grow and develop. Positive child guidance management methods are used in this program.
- The Adventure Camp Code of Conduct is a contract between the participant and the program. If a child abuses the rules or requires constant attention from staff, the child will be given a verbal warning.
- If the child continues to misbehave, a time out will be given. No child will stay in time out for longer than 10 minutes for each incident.
- If a child still misbehaves, a Disciplinary Action Form will be completed and the parent will be notified of the incident.
- If three (3) Disciplinary Action Forms are given within one year, the child will be suspended from Adventure Camp for up to one (1) week at the discretion of the Recreation Division.
- Additional Disciplinary Action Forms will result in suspension or expulsion from Adventure Camp at the discretion of the Recreation Division.
- Disciplinary Action Forms are carried over from Adventure Camp to Kid's Club and other Recreation Department sponsored activities.
- Refunds will not be issued in the event of suspension or expulsion.
- *Any actions which endanger other children or staff, or compromise the quality of our program including but not limited to: fighting, stealing, destruction of property, running away, inappropriate touching or language, may result in an immediate call to the parents and possible suspension and/or expulsion from Adventure Camp.*

Personal Belongings

- Recreation programs will provide a place for participants to place their backpacks, coats, etc.
- To help keep track of your child's items, we ask that you label your child's belongings.
- Recreation staff is not responsible for your child's belongings.

For more information, please call the Douglas County Community Center at (775) 782-5500 ext. 1

Douglas County Parks & Recreation Department Program & Activity Registration Form

Valid for the 2023/2024 school year and Summer Camp of 2024

DCCSC Use ONLY:

Date Received: _____ Initials: _____

Start Date: _____ Unknown

This enrollment packet may be used for the following Recreation Programs/Activities:
Kids Club, Adventure Camp, Late Start Fun Day and Others as needed.

Please read, initial and sign **all sections** related to all programs regardless of original enrollment.

Parent/Guardian Name(s): _____

Mailing Address: _____
Address City State Zip Code

<u>Child's Name</u>	<u>Grade</u>	<u>Age</u>	<u>Date of Birth</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

School Attending:

CCMES GES JVES MES

PHES SES Other _____

Kids Club Session: (If Applicable)

AM PM

Preferred Camp Location: GES/MES PHES/JVES

Swimming Experience: Non-swimmer Beginner Intermediate Advanced

Parent/Guardian's Information:

Name: _____
Relationship to Child: _____
Cell Phone: _____
Home Phone: _____
Email Address: _____
Employer's Name: _____
Work Phone: _____

Emergency Contacts: (Authorized Adults (other than parents/guardians) who may pick up my child.)
Please list them in the order you would like us to contact them in case we cannot reach you.

<u>Name</u>	<u>Relation</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ALERTS: Allergies / Accommodations / Notes (for parent or staff use)

Parent/Guardian Signature: _____ Date: _____

Update: #1 Initial _____ Date _____ #2 Initial _____ Date _____ #3 Initial _____ Date _____

RELEASE FORM AND CONSENT TO TREAT

NAME OF PARENT/GUARDIAN _____

EMAIL _____

CELL PHONE _____ WORK PHONE _____

HOME PHONE _____

CHILD'S NAME _____ Date of Birth _____

CHILD'S NAME _____ Date of Birth _____

CHILD'S NAME _____ Date of Birth _____

AGREEMENT, WAIVER AND RELEASE

In consideration for being permitted by Douglas County to participate in the above activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death or property damage which I may have, or which may hereafter accrue to me, as a result of participation in the activity. This release is intended to discharge in advance the County (its officers, employees, and agents) from any and all liability arising out of or connected in any way with my participation in the activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above person or entities free and harmless from any loss, liability, damage, cost or expense which they may incur as the result of my death or any injury or property damage that I may sustain while participating in the activity.

PARENTAL CONSENT

I hereby consent that my son/daughter(s) _____, _____, and _____, participate in the above activity, and I execute the above Agreement, Waiver and Release on his/her behalf. I state that the minor is physically able to participate in the activity. I hereby agree to indemnify and hold the persons and entities mentioned above free and harmless from any loss, liability, damage, cost or expense which they may incur as a result of the death or injury or property damage that the minor may sustain while participating in the activity.

I HAVE CAREFULLY READ THE AGREEMENT, WAIVER AND RELEASE SET FORTH ON THIS PAGE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE COUNTY AND I SIGN IT OF MY OWN FREE WILL.

Signature _____ **Date** _____

In case of emergency and no one can be reached at the above address and telephone, please notify:

Name: _____ **Phone** _____

CONSENT TO TREATMENT OF MINOR

In the event of sudden illness, accident, or injury which may occur while the minor is engaged in an activity supervised by Douglas County Parks & Recreation and their representatives, agents or assignees, when neither parents, guardian or designated family physician can be contacted, I hereby give consent for emergency treatment as shall be necessary under the circumstances by any physician licensed under the Laws of the State of Nevada.

I UNDERSTAND THAT THE DOUGLAS COUNTY PARKS & RECREATION DEPARTMENT DOES NOT PROVIDE MEDICAL INSURANCE ON THIS ACTIVITY AND WILL ADHERE TO ALL OF ITS RULES AND POLICIES.

Signature _____ **Date** _____

FAMILY PHYSICIAN _____ **Phone** _____

Medical Insurance Carrier _____

DOUGLAS COUNTY PARKS & RECREATION DEPARTMENT

Program & Activity Participant Additional Information

Child(ren)s Names: _____

1. Does your child have an IEP or any condition that might require adaptations for activities?
 Yes No Please explain: _____

2. Is your child subject to any conditions which might limit recreational activities?
 Yes No Please explain: _____

3. Does your child require ambulatory assistance?
 Yes No Please explain: _____

4. Does your child have any dietary/eating concerns or allergies we should be aware of?
 Yes No Please explain: _____

5. Does your child take medication? (If yes, please complete the Medication Authorization form below)
 Yes No Please explain: _____

6. Please give us any further information, which you believe will be helpful to staff in understanding and caring for your child: _____

Please give medication:

For _____ (#) of days

Amount: _____

At _____ time of day

Is refrigeration necessary?
 YES NO

Douglas County Parks & Recreation Department

Discipline Policy

The following are discipline steps taken when and if required. The Douglas County Parks & Recreation Department (DCPR) Program & Activity Code of Conduct is a contract between the participant, parents and DCPR programs.

- a. If a child abuses the rules or requires constant attention from staff, the child will be given a verbal warning.
- b. If the child continues to misbehave, a time-out will be given.
- c. If the child continues to misbehave, a Disciplinary Action Form will be completed and the parent/guardian will be notified of the incident and asked to sign the form.

The parent/guardian's signature on the Disciplinary Action Form is to inform you of the situation and the consequences of any further incidents.

1 st Disciplinary Action Form	Is a write-up and talk with parent.
2 nd Disciplinary Action Form	Is a write-up and talk with parent.
3 rd Disciplinary Action Form	Will result in suspension from the Recreation Programs and Activities for up to one week at the discretion of the Recreation Department.

Any additional Disciplinary Action Forms will result in additional suspension or expulsion for up to one calendar year from DCPR programs at the discretion of the Recreation Department.

Any actions which endanger other children or staff or compromise the quality of our program including but not limited to: fighting, stealing, destruction of property, running away, inappropriate touching or language, may result in an immediate call to the parents and possible suspension and/or expulsion from DCPR programs and activities regardless of how many Disciplinary Action Forms are on file.

PLEASE NOTE: Disciplinary Action Forms carry over to all DCPR sponsored Programs and Activities for one full year.

PARENTS (read and sign): It is the goal of the Douglas County Parks & Recreation Department to provide a supportive environment in which children can grow and develop. Positive child guidance management methods are used in our programs. The Douglas County Parks & Recreation Department asks that parents/guardians support and abide by the Discipline Policies set forth by the department including any disciplinary actions implemented. If you have a disagreement with a disciplinary action taken or regarding any other concerns, we ask that you discuss your concerns with the leader in charge, away from the program in a calm and professional manner. Any abusive language or threatening comments directed at Douglas County staff or its participants may result in your child being removed from DCPR programs.

Parents/Guardian signature _____

Date _____

Program & Activity Code of Conduct

As a DCPR Program Participant I, _____, _____ and _____ agree to the following rules: **Printed name of child(ren)**

- ★ I will have Fun ★ I will be Safe ★ I will be Respectful & Responsible ★ I will be Kind

If I do not follow these rules, I agree to the consequences listed above.

Child's Signature: _____ Child's Signature: _____

Child's Signature: _____ **Parents/Guardians Initials:** _____ **Date:** _____

Photo Advertising Release Form

From time to time the Douglas County Parks & Recreation Department (DCPR) may desire to use a picture of your child captured during Kids Club, Adventure Camp and other DCPR programs. These pictures will be used for promotional purposes including press releases, brochures, flyers and web postings. Please complete the photo advertising release form if you give permission for use of such photos.

I hereby authorize the Douglas County Parks & Recreation Department (DCPR) to use my child's photograph for promotional purposes for press release, brochures, flyers and/or any other publication. I acknowledge that only DCPR is authorized to use the image(s). I am not giving my authorization for use of any image by any other individual or organization. I understand that I may revoke this authorization at any time, except to the extent that action based on this authorization has already been taken. I hereby release DCPR and its officers from any legal responsibility or liability for disclosure of the images.

Printed name of person(s) whose image is being used: _____

Printed name of parent/guardian _____

Signature _____

Date _____

Douglas County Parks & Recreation Department - Program and Activity Policies

Registration Policy

- Pre-registration and enrollment in Auto-Pay is required for Kids Club Before/After School Program. Drop-ins are not allowed.
- Spaces are limited and filled in a first-come, first-served basis for each program. If program is full, a wait list may be created and filled as space becomes available. Addition to a wait list does not guarantee participation in a DCPR program.
- Fees for Recreation programs are determined by the program. For more information, please call 775-782-5500 ext. 1

Kids Club Payment Policy

Kid's Club is a monthly program. Fees are determined by the number of school days in a month and paid as detailed on the Fee Schedule. Under no circumstances will drop-ins be allowed.

Payment:

- Kid's Club registration fees are a set flat monthly fee and due prior to any child attending the program.
- Payments are due, in full, at time of registration and then on the 20th of each month through our Auto-Withdrawal Payment Plan.
- Spaces are limited and will be filled in a first-come first-served basis each month.
- New customers will be prorated for the first month's enrollment only.
- After the first month's enrollment, no prorating will be allowed.
- All recurring monthly Kids Club payments are processed through the Auto-Withdrawal Payment Plan.
- A 2.5% convenience fee is charged for credit card transactions.

First time program participants may pay for the first month by phone once a registration packet is received at:

Douglas County Community & Senior Center
1329 Waterloo Lane, Gardnerville, Nevada 89410
(775)782-5500 ext. 1

Credits / Refunds

No credits or refunds will be given once the child attends the program during the month.

_____ I have read and acknowledge the Payment Policies for Kids Club.
(initials)

Adventure Camp Payment Policy

Payment:

- Cost is \$165 for a 5 day camp session or \$132 for a 4 day camp session.
- A 2.5% processing fee is charged for credit card transactions.
- Payment must be made **before** your child can attend Adventure Camp.
- * Sibling discount of \$5.00 per additional child is available when signing up multiple siblings at the same time for the same date.

Payments may be made in person or by phone at:

Douglas County Community & Senior Center
1329 Waterloo Lane, Gardnerville, Nevada 89410
775-782-5500 ext. 1

Credits / Refunds:

- **Prior notice is required if you need to cancel. You need to cancel by 12:00 p.m. the Monday prior to the start of camp in order to receive credit/refund. A cancellation fee of \$25.00 per child/per session will be charged for all cancellations.** Refunds will be returned to the card on record if possible. If a refund check is required, an additional \$5.00 processing fee will be charged.
- **Prior notice is required if you transfer a day of camp or transfer camp location. You need to transfer by 12:00 p.m. the Monday prior. A transfer fee of \$5.00 per child/per date will be charged for all transfers.**
- **If notice is given after 12:00 p.m. the Monday prior: no refund or transfer will be given unless a doctor's note is provided.**

_____ I have read and acknowledge the Payment Policies for Adventure Camp.
(initials)

Pick-Up Policy

Recreation sponsored Programs and Activities are scheduled to end at specific times. Children must be picked up by the end of the Program. Arrival to pick-up your child any time after the scheduled program end time is considered late.

- A late charge will be assessed if you are late picking up your child.
- If you are late more than twice in one week, your child /children may not be allowed to attend the following week.
- After three times of being in violation of this policy, children may be expelled from the program and no refund will be given.
- **Please note:** If you are more than 30 minutes late and we have not been able to reach parent/guardian or any of the emergency contacts provided in this registration packet the Douglas County Sheriff's Office will be called and children will be released into DCSO's custody.

Late Fees: 1-5 minutes late = \$5 per child

6+ minutes late = Additional \$1 per minute / per child

For example: Kids Club and Adventure Camp end at 6:00pm. **Arrival at 6:10pm will result in a \$10 per child Late Pick-Up Fee.**

_____ I have read and acknowledge the Pick-up Policies for Recreation Programs.
(initials)

- I have read, acknowledge and understand all of the above policies and agree to follow them.
- I have received, read and agree to follow the policies as listed in the Parent Information Packet for DCPR Youth Programs.

Participant Name(s): _____

Parent/Guardian Signature _____

Date _____

AUTO WITHDRAWAL
KIDS CLUB PROGRAM CUSTOMERS ONLY

* When enrolling in the ‘Kids Club’ program, you must utilize the auto withdrawal payment plan. The first month installment is due now, with the remaining balance automatically deducted from your debit or credit card account for the remainder of the program. A \$1.50 charge will be added to each monthly installment for utilizing the auto debit system for the “Kid’s Club” program.

I agree to make payment for the period of this agreement and to cover any Non-Sufficient Fund charges that may arise. I agree to the terms and conditions of this service and hereby authorize an automatic debit to my bank account in payment of fees. I understand that the monthly amount varies depending on amount of days the program is active and I agree to pay the set amount established by the Douglas County Community & Senior Center for the “Kid’s Club” program. I acknowledge that I have received a “Monthly Payment Schedule” listing the monthly costs of the program.

SIGNATURE _____ DATE _____

Credit Card needs to have an expiration date after 6/1/24. CC Exp Date _____

STAFF USE ONLY
Auto Debit Credit Card Info

Visa__ Mastercard__ Card #: _____ Ex. Date: _____

CRV _____ Mailing Address for card:
