



## Registration Form for Before & After School Care

This registration form must be completed and returned BEFORE your child enters Pearce Before & After School Care. Forms must be updated in writing if there are any changes, i.e. phone number, emergency contact, etc. In addition, please inform Pearce of any new physical changes or personal or family challenges the child might encounter. All information will be treated as confidential.

Participant Name: \_\_\_\_\_

Address (City, State, Zip): \_\_\_\_\_

Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Grade in Fall 2021: \_\_\_\_\_ School: \_\_\_\_\_

Parent/Guardian Name 1: \_\_\_\_\_ Email (required): \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Referred By: \_\_\_\_\_

Parent/Guardian Name 2: \_\_\_\_\_ Email (required): \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Referred By: \_\_\_\_\_

Membership Status (Please Circle):                      Foundation Member                      Member                      Non-Member

### EMERGENCY CONTACT INFORMATION

In an emergency, the Operations Director will attempt to notify parents/guardians or emergency contacts. If none can be reached in a medical emergency, the Operations Director or Counselor is authorized to seek medical assistance, as necessary. Pearce staff members are CPR certified.

Name of Emergency Contact: \_\_\_\_\_ Relationship to Participant: \_\_\_\_\_

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

Is there any other information we should know that would enable us to better serve the child? (physical/medical conditions, medications, allergies)

### DROP OFF/PICK UP AUTHORIZATION

Children will arrive and leave the program according to the schedule provided on this registration form. Children will be allowed to leave with persons other than the parent ONLY if written permission has been given to the Operations Director. Permission must include the name of the person to whom the child is to be released. Releasing a child to a person that is not known to the staff will required that person to show a photo ID. All participants being released from the program are required to be signed out by the individual picking them up.

1. \_\_\_\_\_ Relationship: \_\_\_\_\_

2. \_\_\_\_\_ Relationship: \_\_\_\_\_

3. \_\_\_\_\_ Relationship: \_\_\_\_\_

Approximate Drop Off Time: \_\_\_\_\_ Approximate Pick Up Time: \_\_\_\_\_

### GENERAL RELEASE FORM

The undersigned participant and/or his/her guardian, in consideration of Pearce Community Center providing activities, instruction and/or supervision in all areas: swimming, gym, fitness, track, field trips and any and all activities, does hereby:

- Assume all risk of possible damage or injury involved through participation in the above noted activities.
- Request permission to participate in the activity with full knowledge that said activities could result in damage or injury to my dependent.
- Give permission to leave Pearce Community Center groups for any field trips.
- Agree to indemnify and hold harmless PCC and all employee's and/or volunteers.
- Agree to abide by the rules and regulations of Pearce Community Center as stated in its catalog.
- Grant permission to PCC to take and use video, photographs, and/or digital images of me, my child/children for use in promotional pieces.
- Request receipt of digital communication from Pearce Community Center.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Complete other side of registration form to Pearce Community Center, 610 W. Cedar, Chillicothe, IL 61523



## Registration Form for Before & After School Care

After this registration form is submitted and fee for Before and After School Care is paid, continue to make payments or register for additional days/weeks at the Front Desk or online.

### PARTICIPANT NAME: \_\_\_\_\_

#### General Information

The Before and After School Care program is available to students in **Kindergarten through grade 6**. The program will be housed primarily in the Pearce Camp Room. The program will also utilize the gym, multi-purpose room, exergame room, pool, community room and playground at Pearce as well as nearby playgrounds. Activities include physical education, homework time, organized games, exergames, snack time and free play.

Before and After School Care is staffed with high school and college students, and adults at a ratio of 10:1 children to counselor. Staff members have been trained in activity planning, supervision, and behavior management.

#### Bus Service

Before School bus service is provided to South School and CEC. After School bus service is provided from St. Edwards, South School, CEC, and Mossville.

#### Behavior/Discipline Policy

Our policy is to encourage positive behavior through reasonable rules and guidelines that are presented to the children. Participants are entitled to a pleasant environment in our program. Parents should review proper conduct with their child at home.

In the event a child's behavior fails to follow the guidelines of respect and/or safety within the program or activity, the parent will be consulted on the appropriate action to be taken.

We reserve the right to dismiss any student from participation in the program if these guidelines are not met. There will be no refunds if a child is removed due to behavioral issues.

#### Schedule Changes

Please inform the Operations Director of any changes in your schedule that may affect your child's schedule.

#### Absence Policy

In the event your child will not attend the program as scheduled, parents/guardians must notify the Operations Director, so the safety of the child is assured. If you know in advance your child will be absent due to vacation or another commitment, please inform the Operations Director as soon as possible. This enables us to have an accurate count of children for an activity or field trip, required by some of the events we plan.

#### Refunds

##### Important Change effective 2019:

**\*\*\* As of June 1, 2019, Pearce Community Center will no longer be utilizing the credits system as we have done in the past. All payments made will be final and no refunds or credits towards future dates will be honored for days of care that were paid for but not used.**

#### What days are you planning to attend? (please circle)

Before School 6:30-8:15 am	Mon	Tue	Wed	Thu	Fri
After School 2:30-6:00 pm	Mon	Tue	Wed	Thu	Fri

#### Before School Fees

	Foundation Member	Member	Non-Member
Daily	\$8.44	\$9.38	\$11.88
Weekly	\$33.75	\$37.50	\$47.50

#### After School Fees

	Foundation Member	Member	Non-Member
Daily	\$16.88	\$18.75	\$21.25
Weekly	\$67.50	\$75	\$85

**Fees are due no later than the Friday before the days your child is attending. Late payments are subject to a late payment fee.**

#### Late Pick Up Fee

6:05 to 6:10 p.m.	6:11 to 6:15 p.m.	6:16 to 6:20 p.m.
\$5	\$10	\$15

After 6:20 p.m. the \$5 per 5 minutes late fee will continue to be applied. Payment must be made at the time of pick up. If no means of payment is available, an invoice will be sent home. If no payment is received, the late fee amount will be added on to the next week's registration cost.

Exceptions will be made due to uncontrollable circumstances (car accidents, illness). The Operations Director shall determine what constitutes an uncontrollable circumstance.

In the event that you are late without notice, the first name on your emergency call list will be notified. If we are unable to contact you or any of your emergency contacts listed on your child's application, a qualified staff member will remain with your child and provide care and safety until an authorized individual arrive to pick up your child. If a parent/guardian does not arrive for pick up after 20 minutes and staff has not been able to speak with a parent/guardian and/or any other contact person, the local police department will be notified.

#### Clothing

We try to go outside every day. Make sure your child has appropriate clothing. Gym shoes must be worn every day. Participants are required to bring and store a swim suit and towel during the week that will go home each Friday to be laundered and returned on Monday.