

**MCKINLEYVILLE PARKS AND RECREATION**  
**Kids' Club 2017/2018 Supplementary Registration Form**

Participant Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

*This registration form is for the entire school year. If there is a change in registration status or with regard to any of the information contained below, it is the responsibility of the parent/guardian to inform McKinleyville Parks and Recreation Administrative Office, 707-839-9003.*

**Any changes in registration status must be received by the Parks & Recreation office 5 business days before the requested changes need to go into effect.**  
*Adjustments to fees/charges will reflect the 5 business day notice requirement.*

**Attendance Option Desired**

Number of Days Per Week: \_\_\_\_\_

Specific Days (please circle):      Monday      Tuesday      Wednesday      Thursday      Friday

**Emergency Contacts (in order that they will be contacted) & Persons Authorized to Pickup Minor (please list any additional persons on the back of the paper)**

**YOUR** Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**Food Service & Snack**

Kids' Club provides a daily snack to each participant. Also, Kids' Club may have cooking projects or serve special foods related to holidays and special activities. Therefore, Kids' Club staff must be informed of all food allergies and any dietary needs or restrictions.

**What food allergies does your child have?** \_\_\_\_\_

**Does your child have special dietary needs?** \_\_\_\_\_

**Home Work Policy**

Program staff will provide space, time and assistance for children to work on their homework. Students will **NOT** be required by program staff to make use of this time. If you expect your child to work on and/or complete their homework while at the afterschool program, you must make this expectation clear to your child or children. Please communicate your expectations to the onsite program staff. We will do our best to help your child(ren) meet your expectations.

**For Office Use Only**

Fee Structure – K – 2rd Grade  
Per Day: \$14.00

Fee Structure – 3rd – 5th Grade  
Per Day: \$12.00

**MCKINLEYVILLE PARKS AND RECREATION**  
**Kids' Club 2017-2018 Acknowledgement of Payment & Refund Policies**

I, the undersigned, acknowledge the following policies regarding payments and refunds for the Kids' Club After School Program: (Please initial each one)

\_\_\_\_\_ I understand that **all fees are due on the 1<sup>st</sup> of the month**. If payment is *not received by McKinleyville Parks & Recreation by the 5<sup>th</sup> of the month* a 10% late fee will be assessed. If payment is not received by the 10<sup>th</sup> of the month another 10% late fee will be assessed. If payment is not received by the 15<sup>th</sup> of the month my child(ren) will be dropped from the Kids' Club Program, and will not be allowed to attend again until all fees due are paid.

\_\_\_\_\_ I understand that if my child(ren) is/are dropped from the Kids' Club Program, their spot may be given to a waitlisted participant, and reinstatement may not be available once all fees owed are paid.

\_\_\_\_\_ I understand that if I need to change or cancel my child(ren)'s registration, **I must give a minimum of 5 business days for the change or cancellation to go into effect**. Changes in regard to adding days are subject to availability. This program does fill up and the day or days you wish to add may not be available at the time of your request.

\_\_\_\_\_ I understand that if I *change my child's registration status more than 4 times during the school year* (i.e. change # of days; drop from program and reinstate later; etc.) an Administrative Service fee of \$10 per change will be applied to your bill.

\_\_\_\_\_ I understand that I will **NOT** *be refunded for days missed due to illness, vacation or disciplinary suspension*.

\_\_\_\_\_ I understand that Kids' Club ends at 5:30 and that I will be charged \$5.00 for every 15 minutes that I am late to pick up my child(ren).

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Today's Date

Participant Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_