



## Liberty Parks and Recreation Child Care Application

Childs Name: \_\_\_\_\_ Date of Registration: \_\_\_\_\_

Address: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_ Grade Completed: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Child's Health (Allergies, Asthmas, or other concerns): \_\_\_\_\_

### Emergency Contact Information

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

### Pick Up Information (The ONLY people who are allowed to pick up your child)

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

### In the event the Parent/Guardian cannot be contacted during an emergency, please call the following individuals.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

Parents/Guardians Name (Printed): \_\_\_\_\_

Parents/Guardians Signature: \_\_\_\_\_

## **Terms and Conditions**

### **Registration:**

Registration is open for qualified children who are going into Kindergarten through Fifth grade. To be fully registered, you must complete this registration form and turn in a payment of a non-refundable registration of \$25 (per child).

To attend Liberty Child Care it is \$50 Weekly. Payment is due each Thursday for the following week. If you do not pay by Thursday your child will not be able to attend the following week. After two weeks of non payment your child will not be able to attend Liberty Child Care, and your spot will be given to another person.

### **Acceptance Policy:**

All Liberty Parks and Recreation child care applicants are accepted on a first-come, first-serve basis, depending on space allotments and proper staff-to-child ratios. In the event LPRD Child Care becomes full, you will be placed on a waiting list and contacted in a timely manner.

LPRD Child Care will accept child applications throughout the year provided as long as the parents read the registration material, complete application, and provide prompt payment. The registration fee will still be required for mid-year applications

Hours of operation: LPRD will operate 2:30p.m – 6:00p.m. Monday through Friday.

If your child is not present when LPRD takes roll, then we will notify you that your child did not attend LPRD Child Care that day.

The children are required to bring their own snacks, these snacks must not need to be refrigerated. If someone brings anything for a child's birthday or celebration the food brought can not be homemade, it must be bought from a store.

Should it become necessary to dismiss the children during the day due to inclement weather or other unexpected emergencies, parents will be notified via phone call.

Our philosophy regarding discipline is that it is not punishment, but a positive method of redirecting a child's behavior. Firm expectations will be set from the beginning whereby your child should know what appropriate behavior is expected from him/her. Methods based on positive reinforcement will be used to foster this concept. It is our philosophy that the reassurance of having guidelines is important to a child's healthy growth.

### **Damages:**

If your child damages any equipment or property through misuse or abuse, you will be responsible for the cost of replacement or repair.

### **Sick Policy:**

If LPRD becomes aware that your child has been exposed to any sicknesses, you will be notified as soon as possible.

Please keep your child at home if he/she has any of the following symptoms: Red/discharging eyes, rash, fever, discolored or runny bowel movement/diarrhea, vomiting, deep cough, or difficulty breathing.

All children must be free of fever, vomiting, and/or diarrhea for at least 24 hours before being readmitted to LPRD.

### **Accidents and Emergencies:**

All accidents causing injury to your child while at LPRD child care will be documented with a written report.

If a child is seriously injured or needs emergency treatment, the following steps will be taken:

1. Every reasonable effort will be made to contact the parent(s)
2. A staff member will call 911 and every effort will be made to take your child to your preferred hospital for treatment
3. If the Parent(s)/Guardian cannot be contacted, those listed in the application as an emergency contact will be contacted.

### **School Closure**

When school is closed your child will still only be able to attend at 2:30. We do not take children before this time. If you are curious as to when we will be open, our calendar will be on our website. You can also contact the Recreation Department if you have any questions.

### **Audio/Photo/Video/Social Media Release form for Minors:**

I understand that participating in LPRD Child Care requires permission for the department to take pictures, and videos for social media purposes. These videos will be used strictly for promotional, and marketing purposes. By Signing and registering with LPRD Child Care service you are agreeing to these terms of photography and videography.

**Important:** By Signing up and registering with LPRD Child Care service you are agreeing to these terms and conditions. You are stating that you have read over the material given to you, and you agree to these terms.

