

A decorative border of various school and recreation items surrounds the top and sides of the page. Items include a chalkboard with 'BACK TO school', a graduation cap, a paint palette, a football, crayons, a magnifying glass, a backpack, a ruler, a globe, a basketball, a pencil, a banana, a rocket, a paper airplane, a globe, and a paint palette.

City of Los Angeles Department of Recreation and Parks

Lanark Recreation Center

21816 Lanark St. Canoga Park, CA 91304 * Phone: (818) 883-1503

After School



Enrollment Packet

2025—2026



01/2023



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Child's File Check-off List

Child's Name: _____

Please note: Every child's file **MUST** contain the following completed forms **BEFORE** they can begin the registration process.

1. _____ Financial Agreement Form
2. _____ Identification and Emergency Information
3. _____ Consent for Emergency Medical Treatment
4. _____ Waiver / Release of Liability
5. _____ COVID-19 Acceptance of Risk and Waiver of Liability
6. _____ Photograph / Video Release Form
7. _____ Parent Handbook Agreement
8. _____ Parent Code of Conduct (ALL areas must be initialed and bottom **MUST** be signed)
9. _____ Service Agreement (ALL areas must be initialed and bottom **MUST** be signed)
10. _____ Release for Transportation & Van Policy Agreement
11. _____ Copy of Current Immunization Records*
12. _____ Current Photo of the Child* (placed in the child's file for emergency purposes)
13. _____ Packet must be COMPLETE **before** registering.*

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Financial Agreement

REQUIRED: Photo of child (**most recent**), Immunization Records (**current**), and Enrollment Packet (**completed**).

Section A: Identification

Child's Name: _____ Birth Date: ____ / ____ / ____

Address: _____ City: _____ Zip: _____

NAME OF PARENT(S) / GUARDIANS:

Parent/Guardian #1 Name: _____ E-mail: _____ Phone: () ____ - ____

Parent/Guardian #2 Name: _____ E-mail: _____ Phone: () ____ - ____

Section B: Fees and Charges

\$50.00 - Annual Non-Refundable Registration Fee

\$100.00 - Per Month (Monday-Friday) Paid Monthly

\$10.00 - Late Pick-Up Fee for all students picked up after 6:00 p.m.

\$40.00 - Vacation/Extended Absence fees per month to hold your child's space in the program (**optional**)

\$10.00 - Late payment fee for Month

Fees and services will be due by credit card (VISA / MASTERCARD ONLY), exact cash, check, or money order on a monthly basis; payable to: **City of LA, Department of Recreation and Parks

PAYMENT IS DUE ON A MONTHLY BASIS. PAYMENT WILL BE DUE BEFORE THE FIRST OF EACH MONTH PRIOR TO YOUR CHILD ATTENDING THE PROGRAM. ALL FEES ARE DUE PRIOR TO SERVICES RENDERED. THERE IS A \$10.00 LATE FEE PER MONTH IF PAID ON OR AFTER THE FIRST OF THE MONTH. REPEATED VIOLATIONS MAY RESULT IN DISMISSAL FROM THE PROGRAM.

I CERTIFY THAT THE ABOVE IS CORRECT AND THE TERMS ARE AGREED UPON,

Person financially responsible:

Parent / Guardian Name (please print)

Parent / Guardian Signature

Date

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Identification and Emergency Information

Last Name:	First Name:	Gender: (circle) Male Female	Grade in Fall
School Attending:		Address: (street number, name, city, zip)	
Birthday:	Age:		
Parent / Guardian #1 Name: Primary Number: Secondary Number: Email:		Parent / Guardian #2 Name: Primary Number: Secondary Number: Email:	
Emergency Contact:			
Name:		Relationship:	
Primary Number:		Secondary Number:	

AUTHORIZED PICK UP (NOT PARENTS)

Name: Relationship: Primary Number: Secondary Number:	Name: Relationship: Primary Number: Secondary Number:
Name: Relationship: Primary Number: Secondary Number:	Name: Relationship: Primary Number: Secondary Number:
Name: Relationship: Primary Number: Secondary Number:	Name: Relationship: Primary Number: Secondary Number:

MEDICAL INFORMATION

Doctor/Medical Group Name: Phone Number: Pediatrician Name:
Allergies:
Medications:
Dietary Restrictions:

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After School Club Program Payments

Child's Name: _____

RecTrac Household #: _____

Month	Date paid	RW #	Late Fees RW #	Late Tuition RW #
Reg. Fee				
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				

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Consent for Emergency Medical Treatment

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO LANARK RECREATION CENTER TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.), OSTEOPATH (D.O.), OR DENTIST (D.D.S.) FOR _____,

Child's Full Name (print)

THIS CARE MAY BE GIVEN UNDER WHATEVER CONDITION NECESSARY TO PRESERVE THE LIFE, LIMB, OR WELL BEING OF THE CHILD NAMED ABOVE.

My child has the following Medication Limitations / Allergies.

Address _____ **City** _____ **Zip** _____

Home Phone: () _____ **Cell Phone:** () _____

_____	_____	_____
Parent / Guardian Name (please print)	Parent / Guardian Signature	Date

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Waiver / Release of Liability

I, _____, the parent / guardian of _____,
Parent / Guardian Full Name (print) Child's Full Name (print)

Hereby release the City of Los Angeles, it's officers, agents, and employees from any and all claims and causes of action which I may have or claim to have relating to my child's participation in any and all After School Club Program activities which include but are not limited to: **sports, games, water play, use of play equipment, and field trips.**

I acknowledge that there is a risk of bodily injury in all such activities. I also hereby give my consent to such participation. I understand that the City of Los Angeles, the Department of Recreation and Parks, their officers, agents, and employees are not liable for any participation in the above described activities.

I acknowledge that I have carefully read the consents of this document and I understand it.

Executed on the date of _____ / _____ / _____ at Los Angeles, California.

_____ Parent / Guardian Name (please print)	_____ Parent / Guardian Signature	_____ Date
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_____ Name of Witness/ Rec. & Parks Employee (print)	_____ Signature of Witness/ Rec. & Parks Employee	_____ Date
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Photograph / Video Release Form

I hereby give permission to the City of Los Angeles Department of Recreation and Parks to photograph and/or videotape my child. The sole purpose of these photographs and/or videos is for publication, advertisement, and exhibition of services offered by the City of Los Angeles Department of Recreation and Parks.

Parent Handbook Agreement

I, _____, have received, read, and understand the Lanark Recreation
Parent / Guardian Full Name (print)
After School Club Program Parent Handbook and have discussed with my child all the rules and regulations in this book. I also understand that if I or my child should deviate from the rules in this book, my child will be removed from the program.

Parent / Guardian Name (please print)

Parent / Guardian Signature

Date

Relation to child

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Parent Code of Conduct

PLEASE INITIAL EACH ITEM AS IT IS READ AND UNDERSTOOD

1. _____ Do your best to provide a safe environment for all patrons.
2. _____ Ensure the environment of children and other patrons is one of fun and enjoyment.
3. _____ Provide an environment free of drugs, tobacco, and alcohol, and will refrain from their use at Lanark Recreation Center.
4. _____ Lead by example in demonstrating expected behavior to all patrons, students, and staff.
5. _____ Treat students, patrons, staff, and facility property with respect.
6. _____ Create a positive recreation experience for everyone involved in the After School Club Program.
7. _____ Refrain from any altercations with teachers, patrons, students, and staff, i.e. parking lot, office, classroom, etc.
8. _____ Ensure that children bring only items appropriate for school, i.e. no toys from home.
9. _____ Know school and classroom rules and help your child to understand them.
10. _____ Build good relationships with teachers, other parents, and their children's friends.
11. _____ Inform school officials of changes in the home that may affect your child's behavior.
12. _____ Ensure that your child will be dressed to meet the dress code, face masks are optional.
13. _____ Understand our rules and policies upon registration and sign that you agree on the document in the Enrollment Packet.

I hereby agree to all items listed above unless stated in writing. The penalty for not following this Code of Conduct can result in dismissal from program at the Director's discretion.

Parent / Guardian Name (please print)

Parent / Guardian Signature

Date

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Service Agreement

PLEASE INITIAL EACH ITEM AS IT IS READ AND UNDERSTOOD

1. _____ Parent / Gaurdian or designated person must sign the child in and out with their full signature each day. State law forbids any person to pick up a child unless their name is on the authorization list. Any person picking up your child must have I.D. available to present upon the request of staff.
2. _____ Fees for services will be due and payable on a monthly basis by check, credit card (Visa/Mastercard), money order or exact cash. Payments are to be made payable to City of Los Angeles. In the event that a check is returned by the bank unpaid, payment must be made by money order or exact cash thereafter. **Postdated checks will not be accepted.**
3. _____ If the fee is not paid on said agreed date, the Facility Director has the right to refuse After School Club services for the child, without notice.
4. _____ Monthly tuition must be paid in full, including days missed because of illness, trips, etc. Exceptions: if a child is out one week or more, with a doctor's excuse (See Director).
5. _____ A \$10.00 LATE FEE will be instituted if payment is not received prior to coming month child is to attend.
6. _____ A \$10.00 LATE PICK-UP FEE will be charged if you are late picking up your child (6:00pm pick-up time). If you know you are going to be late, please notify the school so we can reassure your child.
7. _____ A child will be dismissed from our program if there are severe and continuous violations of program/class rules. The parent will be notified in writing if/when these violations occur. Dismissal occurs to ensure the safety of ALL students.
8. _____ Parents are to notify the Lanark Rec. Center if their child is going to be late or absent no later than 12:00pm on that day.
9. _____ Lanark Recreation After School Club will be closed on all holidays observed by the City of Los Angeles. Advance notice will be given when the After School Club will be closed. (See office for a list of holidays)
10. _____ Parents are to give prompt notice of any change of address or telephone numbers.
11. _____ **Parents must notify the office two weeks prior to permanently withdrawing a child from the program.**
12. _____ Do not bring a child with a CONTAGIOUS ILLNESS OD FEVER.
13. _____ If your child receives three (3) *Discipline Notices* their enrollment will be terminated without refund.

I hereby agree to all items listed above unless stated in writing.

Parent / Guardian Name (please print)

Parent / Guardian Signature

Date



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RELEASE FOR TRANSPORTATION

Child's Current School: _____

I, _____, the parent / guardian of _____, do hereby

Parent/Guardian Name (Print)

Child's Name (print)

authorize the staff of Lanark Recreation Center to transport my child by van or bus to and from school, the After School Program, and/or any scheduled field trip. In addition, I hereby release the City of Los Angeles, its officers, agents, and employees from any and all claims and causes for action which I may have relating to the transportation of my child by van or bus.

I acknowledge that I have carefully read and understand the contents of this document.

Executed on the date of ____/____/____ at Canoga Park, California.

Signature of Parent/ Guardian

Date



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VAN POLICY AGREEMENT

I understand that in the event that my child is not at their school's designated pick-up site at the scheduled pick-up time, the van driver will give a 5-minute grace period and then will be forced to leave the school. I will then be called and given the option to make other pick up arrangements for my child. If I select to have Lanark Recreation Center send a second van to pick up my child, I will be charged up to \$15.00 for a second van pick up charge in addition to my regular monthly tuition fee.

The fees are:

1st infraction: \$5.00

2nd infraction: \$10.00

3rd infraction: \$15.00

4th infraction: Child may be terminated from the program

Furthermore, I understand that I must notify Lanark Recreation Center by 12:00pm if my child is going to be absent from the After School Program and does not need to be picked up from school. If my child is absent and I do not call the facility, I will be charged the fees stated above.

With my signature, I hereby acknowledge that I have carefully read, understand, and am in agreement with Lanark Recreation Center's Van Policies and Procedures.

_____/_____/_____
Parent/ Guardian Name (print) Signature of Parent/ Guardian Date