

**CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS**  
**NORTHRIDGE RECREATION CENTER**

**AFTER SCHOOL PROGRAM**



**PARENT HANDBOOK  
& ENROLLMENT PACKET**

**2024-2025 SCHOOL YEAR**

## NORTHRIDGE RECREATION CENTER

# GENERAL POLICIES

PARTICIPANT'S FULL NAME: \_\_\_\_\_

- 1) Neither the Department of Recreation and Parks nor the Camp carries insurance.
  - 2) Registration Fee's are non-refundable.
  - 3) NO REFUNDS, NO CREDITS MAKE UP DAYS, OR TRANSFERS of money are granted, this includes those related to illness or medical reasons as well.
  - 4) Payment needs to be made on the last day of the previous month.
  - 5) Only the parents and authorized individuals listed on the child's application will be allowed to sign-out the child. When picking up the child ALL authorized individuals will be required to present a picture I.D. at anytime a staff member requests it. Written permission must be provided by the parent/guardian if you wish your child to be released to anyone other than those authorized on the registration form.
  - 6) Parents are not permitted to accompany the children during time of childcare
  - 7) Staff reserves the right to change or alter programming at any time without notice.
  - 8) All personal toys, games and other items are NOT permitted at Afterschool. The camp, the staff and the City of Los Angeles, Department of Recreation and Parks are not responsible for any broken, lost or stolen items/articles.
  - 10) After School Hours are from 2:00pm (subject to change based on release time) to 6:00pm. Care ends at 6:00 pm. If your child is not picked up by 6:00 pm a \$1.00 per child late fee will be assessed for every 1 (one) minute late, over and above all other fees.
  - 11) FOR PLANNED ABSENCES PLEASE NOTIFY DIRECTORS 24 HOURS PRIOR TO ABSENSE.
  - 12) The City of Los Angeles, Department of Recreation & Parks, its agents and assigned representatives, has permission to use the image (digital, film, and/or audio) of your child, a minor, for the promotion of Department Programs and/or Events via any City of Los Angeles media platforms (audio, film, internet, print and/or social media).
  - 13) Northridge Recreation Center reserves the right to suspend/expel any child/parent who physically, verbally, or mentally abuses another child or staff member at any time and/or is involved with damaging property, stealing, or harming others.
- I have read and understand the AUTHORIZATION TO PARTICIPATE and GENERAL POLICIES.
  - I hereby agree to abide by all the above-mentioned policies and practices and further understand that transgression of any policy is cause for immediate expulsion from the program without refund.

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Parent/Guardian Name:

Parent/Guardian Signature:

Date:

**NORTHRIDGE RECREATION CENTER**

**FINANCIAL AGREEMENT**

REQUIRED: Photo of Child and completed application

CHILDS NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

GENDER: MALE OR FEMALE

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ STATE: \_\_\_\_\_

**PARENT/GUARDIAN INFO:**

PARENT/GUARDIAN NAME: \_\_\_\_\_ EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_ EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

**FEES AND CHARGES:**

**PROGRAM DAYS:** Monday- Friday

**Registration Fee:** \$40.00

**Late Pick Up Fee:** \$1.00 for every minute after 6:00pm (per child)

**Monthly Fees:** (Payment is based on a monthly basis. There is no daily option)

August- **\$240**

September- **\$300**

October- **\$300**

November- **\$300**

December- **\$240**

January- **\$300**

February- **\$300**

March- **\$300**

April- **\$300**

May- **\$300**

June- **\$240**

**\*\*\*Fees and Services will be due, and payable by card or check on a Monthly Basis.**

**Please make all payments payable to: City Of L.A., Dept. of Rec. & Parks**

**PAYMENT IS DUE ON A MONTHLY BASIS. PAYMENT WILL BE DUE BY FRIDAY OF THE PREVIOUS MONTH FOR 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 PAYMENT PERIOD. REPEATED VIOLATIONS MAY RESULT IN DISMISSAL FROM THE PROGRAM**

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

**Parent/Guardian Name:**

**Parent/Guardian Signature:**

**Date:**

# NORTHRIDGE RECREATION CENTER IDENTIFICATION AND EMERGENCY FORM

## CHILDS INFORMATION:

FIRST NAME: \_\_\_\_\_ MIDDLE: \_\_\_\_\_ LAST NAME \_\_\_\_\_  
CURRENT SCHOOL: \_\_\_\_\_ CURRENT GRADE: \_\_\_\_\_  
BIRTHDATE: \_\_\_\_\_ AGE: \_\_\_\_\_ GENDER: MALE OR FEMALE  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ STATE: \_\_\_\_\_

## PARENT/GUARDIAN INFO:

FIRST NAME: \_\_\_\_\_ LAST NAME \_\_\_\_\_ GENDER: MALE OR FEMALE  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ STATE: \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_

## PARENT/GUARDIAN INFO:

FIRST NAME: \_\_\_\_\_ LAST NAME \_\_\_\_\_ GENDER: MALE OR FEMALE  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ STATE: \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_

### ADDITIONAL AUTHORIZED PICK-UP AND EMERGENCY CONTACT LIST

Only people listed on the authorization pick-up list will be allowed to sign a participant out of a camp program.  
Any changes must be made in person. In case of emergency, parents/guardians will be contacted first. If  
parents/guardians cannot be reached, we will then call the people from the list  
below in the order listed.

1. FIRST NAME: \_\_\_\_\_ LAST NAME \_\_\_\_\_ PHONE: \_\_\_\_\_  
Relationship: \_\_\_\_\_
2. FIRST NAME: \_\_\_\_\_ LAST NAME \_\_\_\_\_ PHONE: \_\_\_\_\_  
Relationship: \_\_\_\_\_
3. FIRST NAME: \_\_\_\_\_ LAST NAME \_\_\_\_\_ PHONE: \_\_\_\_\_  
Relationship: \_\_\_\_\_
4. FIRST NAME: \_\_\_\_\_ LAST NAME \_\_\_\_\_ PHONE: \_\_\_\_\_  
Relationship: \_\_\_\_\_

### PERSONS LISTED BELOW ARE **NOT** AUTHORIZED TO PICK UP MY CHILD AT ANY TIME

1. FIRST NAME: \_\_\_\_\_ LAST NAME \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_
2. FIRST NAME: \_\_\_\_\_ LAST NAME \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_
3. FIRST NAME: \_\_\_\_\_ LAST NAME \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_
4. FIRST NAME: \_\_\_\_\_ LAST NAME \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

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Parent/Guardian Name:

Parent/Guardian Signature:

Date:

## NORTHRIDGE RECREATION CENTER

# MEDICAL AWARENESS & TREATMENT CONSENT

I, the undersigned as parent/guardian of \_\_\_\_\_ do hereby give my consent to the ) City of Los Angeles to act as an agent for the undersigned: to consent for an x-ray examination, anesthetic, medical or surgical diagnosis, treatment/hospital care which is deemed advisable by, and is to be rendered under the special supervision of any physician and/or surgeon licensed under the Medicine Practice Act on the medical staff of a licensed hospital; whether such diagnosis or treatment is rendered at the office of said physician or at the said hospital. This authorization is given in advice of any specific diagnosis/treatment, etc., and is given to provide authority to aforesaid agents to specific consent. This authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of California

### CHILDS EMERGENCY INFORMATION

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ STATE: \_\_\_\_\_  
EMERGENCY CONTACT PERSON: \_\_\_\_\_ REATION TO CHILD: \_\_\_\_\_  
PHONE: \_\_\_\_\_

### EMERGENCY MEDICAL CONTACT INFORMATION

INSURANCE PROVIDER: \_\_\_\_\_ POLICY NUMBER: \_\_\_\_\_  
PHYSICIAN: \_\_\_\_\_ PHONE : \_\_\_\_\_

### EMERGENCY DENTAL CONTACT INFORMATION

INSURANCE PROVIDER: \_\_\_\_\_ POLICY NUMBER: \_\_\_\_\_  
DENTIST: \_\_\_\_\_ PHONE : \_\_\_\_\_

### PLEASE NOTE;

We do not administer, or store any type of medication at the facility at any time

Is the child on medication? Yes or No If so please fill out below:

Name of Medication: \_\_\_\_\_ Frequency: \_\_\_\_\_ Amount: \_\_\_\_\_  
Name of Medication: \_\_\_\_\_ Frequency: \_\_\_\_\_ Amount: \_\_\_\_\_  
Name of Medication: \_\_\_\_\_ Frequency: \_\_\_\_\_ Amount: \_\_\_\_\_

Please list any reasons for limitations of physical activities:

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Parent/Guardian Name:

Parent/Guardian Signature:

Date:

## ALLERGY INFORMATION

PLEASE LIST ALL CURRENT ALLERGIES

- Date:

**NORTHRIDGE RECREATION CENTER**

**CHILD PARTICIPATION CONSENT**

**FOR RECREATION CENTER & PROGRAM PARTICIPATION**

Our After School Program children have the opportunity to enroll in a variety of classes and/or leagues offered by Northridge Recreation Center. Children may attend classes, but must register separately through the recreation center's main office and pay the appropriate fees. As long as we are within ratio, a staff member will escort your child to and from their classes. Please provide us with a written notice which includes; your child's name, start and end date of the class, title of the class, time and location of the class, and any other specific instructions.

**\*BY COMPLETING AND SIGNING THIS FORM, YOU WILL ALLOW US TO RELEASE YOUR CHILD TO ATTEND CLASSES AND/OR SPORTS PROGRAMS AT THE RECREATION CENTER**

**PARENTAL CONSENT**

I hereby give permission for my child, \_\_\_\_\_, to be signed out from the After Child's Full Name (please print) School Program to attend classes and/or sports programs at the Recreation Center. In addition, I authorize the staff at Northridge Recreation Center to initial/sign my child in or out of the program when necessary to participate in recreational programming.

PLEASE PRINT CHILD'S FIRST AND LAST NAME

Additionally; I give the staff of Northridge Recreation Center my permission to sign my child in or out of the After School Program when necessary. I also give my child permission to participate in all activities conducted on the premises of Northridge Recreation Center. Furthermore, I agree to relieve the City of Los Angeles, Department of Recreation and Parks, its officers, agents, and employees from any liability in connection with this request.

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**Parent/Guardian Name:**

**Parent/Guardian Signature:**

**Date:**

# NORTHRIDGE RECREATION CENTER

## WAIVER/RELEASE OF LIABILITY

I, \_\_\_\_\_, the parent / guardian of \_\_\_\_\_, hereby release Child's  
PLEASE PRINT YOUR FIRST AND LAST NAME PLEASE PRINT CHILDS FIRST AND LAST NAME  
Name (please print) the City of Los Angeles, its 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 Northridge Recreation Center activities which include but are not limited to: sports, games, fitness, cooking, swimming, use of play equipment, and field trips.

I acknowledge that there is 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 contents of this document and that I understand it.**

Executed on the date of \_\_\_\_/\_\_\_\_/\_\_\_\_ at Northridge, California.

\_\_\_\_\_  
**Signature of Parent/ Guardian**

**For Staff Use Only:**

\_\_\_\_\_  
**Witness Name:**

\_\_\_\_\_  
**Witness Signature:**

\_\_\_\_\_  
**Date:**



**NORTHRIDGE RECREATION CENTER**

**RELEASE FOR TRANSPORTATION**

Child's Current School: \_\_\_\_\_

I, \_\_\_\_\_, the parent / guardian of \_\_\_\_\_, do hereby authorize the  
PLEASE PRINT YOUR FIRST AND LAST NAME PLEASE PRINT CHILDS FIRST AND LAST NAME  
staff of Northridge 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 understand that the staff cannot and will not transport my child  
between sites unless there is a travel emergency that causes a detour or emergency stop at an alternate  
location.

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

Executed on the date of \_\_\_\_/\_\_\_\_/\_\_\_\_ at Northridge, California.

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**Parent/Guardian Name:**

**Parent/Guardian Signature:**

**Date:**

# **NORTHRIDGE RECREATION CENTER**

## **VAN POLICY AGREEMENT**

I understand that in the event that my child is not at their schools 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 Northridge 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 weekly 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 Northridge 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 Northridge Recreation Center's Van Policies and Procedures.

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**Parent/Guardian Name:**

**Parent/Guardian Signature:**

**Date:**

## **NORTHRIDGE RECREATION CENTER**

# **MEDIA/ PUBLICATION CONSENT**

Child's Name: \_\_\_\_\_

### **DEPARTMENT PHOTO/VIDEO RELEASE**

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

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**Parent/Guardian Name:**

**Parent/Guardian Signature:**

**Date:**

### **MEDIA CONSENT**

With my signature I, hereby give my above named child full permission to participate in any News Media or Newspaper interviews, photos, or videos which may take place at Northridge Recreation Center, Northridge Aquatics Center, and/or at any field trip my child attends with Northridge Recreation Center Programs.

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**Parent/Guardian Name:**

**Parent/Guardian Signature:**

**Date:**

## **NORTHRIDGE RECREATION CENTER**

# **PARENT HANDBOOK AGREEMENT**

With my signature I, \_\_\_\_\_ hereby acknowledge that I have received, read, and understand all of the rules, policies, and procedures in the AFTER SCHOOL PROGRAM PARENT HANDBOOK. I understand and agree to review this information with my child and any other persons associated with my child during the period of enrollment with Northridge Recreation Center's After School Program. I further understand that failure to comply with any part of the After School rules, policies, and procedures with result in my child's dismissal from the program.

Please Note: Every Child's file MUST contain the following completed forms before they can begin the program.

1. \_\_\_\_ Photo of the Child (placed in the child's file for emergency identification purposes)
2. \_\_\_\_ General Policies
3. \_\_\_\_ Financial Agreement
4. \_\_\_\_ Identification and Emergency Information
5. \_\_\_\_ Medical Awareness & Treatment Consent
6. \_\_\_\_ Child Participation Consent
7. \_\_\_\_ Waiver/ Release of Liability
8. \_\_\_\_ Release for Transportation
9. \_\_\_\_ Van Policy Agreement
10. \_\_\_\_ Media / Publication Consent
11. \_\_\_\_ Parent Handbook Agreement

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**Parent/Guardian Name:**

**Parent/Guardian Signature:**

**Date:**