

City of Los Angeles Department of Recreation and Parks

Northridge Recreation Center

18300 Lemarsh Street · Northridge, CA 91325 · Phone: (818) 349-0535 or (818) 349-7941

AFTER SCHOOL PROGRAM



ENROLLMENT Packet

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CHILD'S FILE CHECK LIST

Child's Name: _____

Program Start Date: _____ Program Exit Date: _____

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. _____ Financial Agreement
3. _____ Identification and Emergency Information
4. _____ Medical Awareness & Treatment Consent
5. _____ Child Participation Consent
6. _____ Waiver/ Release of Liability
7. _____ Release for Transportation
8. _____ Van Policy Agreement
9. _____ Media / Publication Consent
10. _____ Parent Handbook Agreement

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IDENTIFICATION AND EMERGENCY INFORMATION

To Be Completed by Parent or Authorized Representative

CHILD'S INFORMATION

Name:	LAST	MIDDLE	FIRST	SEX	BIRTHDATE
Address:	NUMBER	STREET	CITY	STATE	ZIP
					TELEPHONE

PARENT/GUARDIAN 1 INFORMATION

Name:	LAST	MIDDLE	FIRST	SEX	CELL PHONE
Address:	NUMBER	STREET	CITY	STATE	ZIP
					HOME TELEPHONE
E-mail Address:	E-MAIL ADDRESS #1		ALTERNATIVE E-MAIL ADDRESS #2		BUSINESS TELEPHONE

PARENT/GUARDIAN 2 INFORMATION

Name:	LAST	MIDDLE	FIRST	SEX	CELL PHONE
Address:	NUMBER	STREET	CITY	STATE	ZIP
					HOME TELEPHONE
E-mail Address:	E-MAIL ADDRESS #1		ALTERNATIVE E-MAIL ADDRESS #2		BUSINESS TELEPHONE

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY AND PICK-UP AUTHORIZATION

I authorize **ONLY** these additional persons to pick up my child (include carpools) and to be contacted in case of an emergency.

NAME	ADDRESS	TELEPHONE	RELATIONSHIP TO CHILD

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

PLEASE NOTE: If name listed is the biological parent, written documentation by the court is required.

NAME	RELATIONSHIP TO CHILD

Parent/ Guardian Name (print)

Signature of Parent/Guardian

Date

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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 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.

Child's Full Name (please print)

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.

Parent/ Guardian Name (print)

Signature of Parent/Guardian

Date

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WAIVER / RELEASE OF LIABILITY

I, _____, the parent / guardian of _____, hereby release
Child's 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:

Name of Witness (print)

Signature of Witness

Title

City of Los Angeles Department of Recreation and Parks

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RELEASE FOR TRANSPORTATION

Child's Current School: _____

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

authorize the 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 and understand the contents of this document.

Executed on the date of ____/____/____ at Northridge, 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 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.

Parent/ Guardian Name (print)

Signature of Parent/ Guardian

____/____/____
Date

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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.

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

Parent/ Guardian Name (print)	Signature of Parent/Guardian	Date
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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 will result in my child's dismissal from the program.

Parent/Guardian's Name (please print)

Signature of Parent/Guardian

Date