Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_ D.O.B.:: \_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_

Student’s School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Parent(s)/Guardian(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Home Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact Information**

**Please list two emergency contacts we can reach other than the ones listed above.**

**If there is anyone else who may pick up (or who is PROHIBITED from contacting or checking out) the student, please communicate that to Catskill Community Center staff prior to your child entering the program.**

**Contact 1** Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone/Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Additional Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact 2** Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone/Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Additional Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Information**

**Please briefly describe any medical conditions, allergies, behavioral concerns or important information regarding the care of your child in the box below.**

|  |
| --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please return this page to the Catskill Community Center and confirm registration and transportation information prior to dropping off your child.**

**Billing and Payment Breakdowns**

**$10 Per Diem ($10 per day)**

You can prepay for a set amount of days which will be credited to your account. You will only be billed for when the child is in attendance. Payments must be made in advance of attendance, and a minimum balance must be kept on your account. We will contact you if your balance falls below a five day ($50) threshold.This option benefits students/parents who do not frequently require after school care, or only require a few days every month. Accounts will roll over each month and do not expire.

**$85 Bi-Weekly (10 days at $8.50 per day)**

You can prepay for 10 days worth of after school care for $85. This amount will provide for two full weeks of after school care. Payments are to be made in advance of attendance. Any days not used at the end of the two weeks will be rolled over and credited to your account.

**Monthly Billing (~20 days at $7 Per day)**

You can pay each month in advance, which will significantly discount the daily fee for each student. The monthly fee will be based off the number of planned school days in the month. Here is the fee structure for the remainder of the school year:

|  |  |  |
| --- | --- | --- |
| **Month** | **School Days** | **Cost** |
| January | 13 | $91.00 |
| February | 15 | $105.00 |
| March | 21 | $147.00 |
| April | 20 | $140.00 |
| May | 22 | $154.00 |
| June | 17 | $119.00 |

**Methods for payment**

**Cash/ Check/ Money Order:** Cash payments can be made at the main office (located at 344 Main Street in Catskill) Monday through Friday before 6pm. When writing checks please note your child(ren)’s name to ensure accurate payment. Please do not mail cash.Checks and money orders can be mailed to:

Catskill Community Center

P.O. Box

Catskill, NY 12414

**Paypal:** You can pay online, anytime with paypal. Simply go to paypal.me/CatskillCC, type in the amount you want to pay, and leave your child’s name in the notes section upon confirmation.

***Catskill Community Center***

***CODE OF CONDUCT FOR MEMBERS and FAMILIES***

***Please explain to your child at an age-appropriate level that they are to follow these guidelines at all times.***

**Phones and Electronics-** Cell phones and personal electronics are allowed. Staff is NOT responsible for personal items.. Please make sure you are keeping your belongings (especially phones) either in your backpack or on you AT ALL TIMES. We do have a phone available and it may be used to make calls if necessary, with staff assistance.

**Food and Drink-** There is NO food or open drinks ANY area except the KITCHEN AREA upstairs. You may have bottled water and other bottled drinks in the gym. Please clean up after yourself when you are finished.

**Zero Tolerance Policies- Any Violation of the following guidelines will result in immediate removal from programming. Members who are removed will not be allowed to reenter the community center until they state their case before The Director, Assistant Director, or a Peer Mediator.**

**Language and Behavior-** As representatives of the Catskill community, it is important that you allow for a welcoming atmosphere for others who share community center space. It is not our mission to censor your language, you have the right to express yourself. However, **any disruptive behavior, harassment, bullying, or aggressive language towards other community members will not be tolerated.** We will not tolerate fighting and no weapons are allowed whatsoever. All members are expected to exhibit good sportsmanship in all activities that they participate in.

**Destruction and abuse of property-** Please treat the Youth Recreation Center and all its resources with respect. **Destruction, theft, or misuse of Catskill Community Center property, or another member’s property will result in an immediate suspension.**

**Photography and Social Media-** Please DO NOT take pictures of other members or staff and/or post on social media (snapchat, instragram, etc.) without that individual’s permission. **Using social media or smartphone devices to bully or harass other members will not be tolerated.**

**Restricted Areas-** You may enter restricted areas in the youth center ONLY when accompanied by a staff member (this includes the upstairs office space, the learning center, the store, and the kitchen).

**Alcohol and Drug Use-** Alcohol and drug use is absolutely prohibited and if you are caught with any such substances the local authorities will be notified. **If you appear to be under the influence of any illegal substance you will be asked to leave.**

**Please sign and return**  \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

*I have read the Youth Recreation Center Expectations and Member Code of Conduct and discussed them with my child. If I or my child choose not to abide by the Member Code of Conduct I understand that they or I may be asked to leave the Youth Recreation Center and that they or I may lose privileges to attend the Youth Recreation Center. Please sign below and return only this part of the Member Code of Conduct to the Youth Recreation Center Staff.*

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

**Signature (to the best of child’s ability):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Name (please print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Parent/Guardian Payment and Media Release Agreement**

I agree to make weekly/monthly payments for use of the Catskill Community Center’s After School Care Program (annual or biannual payments may be made also, all payments must be made in advance).

I understand that there will be no refunds under any circumstances, including withdrawal from the Program, and that The Catskill Community Center may terminate services offered to student(s) due to lack of payment and/or behavioral issues.

I consent to the image of my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being used by The Catskill Community Center on both the Community Center website and Catskill Community Center social media pages for the purpose of education or promotion of programs and services.

(Please circle one: **YES** or **NO** )

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**Parent/Guardian Name (please print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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