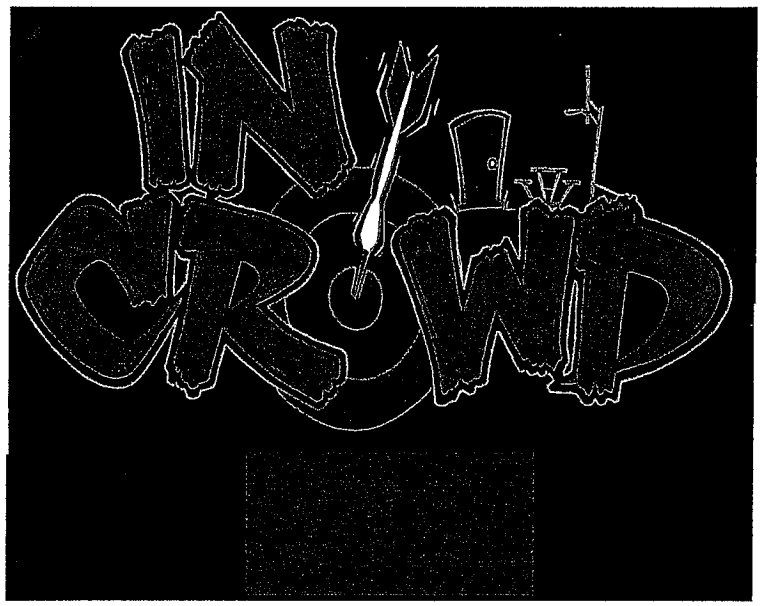
MIDDLE SCHOOL PROGRAM 6TH-8TH GRADE

Child Care Programs
NEW STUDENT PACKET
2016-2017



Highlands Recreation Center
1851 Lexington Ave
San Mateo CA 94402
(650) 341-4251
www.highlandsrec.ca.gov

HIGHLANDS RECREATION DISTRICT
"IN CROWD" MIDDLE SCHOOL PROGRAM

The "IN CROWD" is open to middle school students, grades 6th – 8th grade.

The In Crowd is designed to help adolescents age's 11-13 gain confidence and be happy, competent individuals. In order to do this they need the freedom to make choices in how they spend their days and the security that caring adults will respond to their needs. Through experience, engagement, growth and maturation during these potentially turbulent years, our program switches from management to facilitation of learning skills, creative expression, academic exploration and the development of healthy relationships with peers and adults. In this process we improve upon social, emotional and physical well-being, improving community connectedness and reducing potential risk-taking behaviors or participation in delinquent activities. In addition, our program understands that middle school students begin to show more autonomy, providing opportunities for building independence, responsibility, leadership roles, mutual respect as well as their potential to become role models themselves.

Program Schedule Highlights

1. Healthy daily snack choices
2. Helpful Homework Hour with supervised computer time
3. Indoor and outdoor play
4. Organized special activities: competitions, team building, sports, cooking, etc
5. Cool environment including: pool table, air hockey, interactive video games, movies, etc

We have designed a program in which students will have the opportunity to play informal games, have a snack and receive homework assistance. Many enrichment opportunities, including project work, educational activities and field trips will be integral parts of the program. Special events, celebrations, and ongoing projects provide interest and stimulation for both the students and staff. Together with the Middle School Head Teacher, the students work towards creating a "cool" environment that emphasizes safety, age appropriate activities and responsibility.

Location: The Church
2145 Bunker Hill Dr
San Mateo CA 94402 (650) 571-5222

In Crowd Hours of Operation: **MTuThF 2:45 to 6:00pm**
Wed 1:00 to 6:00pm

Borel School Release MTuThF: **2:45pm** Bus Arrive at Bennington/Bunker: **3:00-3:15pm**
Borel School Release Wed: **12:48pm** Bus Arrive at Bennington/Bunker: **1:15-1:30pm**

Abbott School Release MTuThF: **3:00pm** Van Pick-up at Abbott: **3:10pm**
Abbott School Release Wed: **12:36pm** Van Pick-up at Abbott: **12:46pm**

Late Fees: $10.00 per every five minutes for daycare after 6:00pm. This overtime charge is payable to the HRC and can be given to the on-site staff or you can be billed by the office at the later date. Payment must be received within 5 days or a payment penalty will incur.

Highlands Recreation Center

Code of Conduct

Welcome to the Highlands Recreation Center. The HRC is a multi-use facility where customers can participate in recreation, socialization, educational, and fitness activities, as well as find a variety of helpful, relevant services in a fun and relaxed setting.

The Highlands Recreation District is committed to providing a safe and welcoming environment for our participants, visitors and staff. To help ensure a positive setting for all who come to the Center, the following Code of Conduct was established based on common sense and respect.

It is imperative that all participants, visitors and staff act appropriately while at the Highlands Recreation Center or any of its satellite locations. Everyone should be able to participate, socialize and interact with others in a positive manner. This means that people should treat each other with dignity and respect at all times.

The following is not acceptable conduct:

1. profanity, vulgarity or explicit sexual language
2. hate speech or epithets (e.g. racial, ethnic, sexist, homophobic and religious slurs)
3. promotion of or engaging in any illegal activities
4. participating while under the influence of alcohol or illegal drugs
5. harassment of any kind to anyone
6. fighting, physical abuse, challenging others to fight, destroying or damaging property

Inability to comply with the Code of Conduct may result in losing the temporary or permanent privilege of using Center grounds and/or participating in Center programs and activities. In certain situations it may be necessary to defer matters to the Sheriff's Department to ensure customer compliance and/or safety.

Use is a privilege not a right

Adopted September 11, 2007 by the Highlands Recreation District Board of Directors

ADMISSION AGREEMENT

BASIC SERVICE:
To provide supervision for 6th-8th graders in a safe and welcoming environment. The program is designed for the students to have an opportunity to play informal games, have homework time and a daily snack. There will be enrichment activities throughout the year.

ILLNESS:
In consideration of all children in the program, please do not send sick children to the In Crowd. Should your child become ill during the program you will be contacted to pick him/her up immediately. You will not be refunded or able to do make-up's on the first three days of an illness. However, you will be credited for everyday thereafter related to the same illness. In the instance of an "exposure", please contact the Child Care Director immediately. Such "exposures" include but are not limited to: Head Lice, Hand & Mouth Syndrome, Pinworm Infection, Scabies, Slap Cheek, Pinkeye etc. We have a no Nit policy in regards to Head Lice. We will appropriately notify families of the "exposure" with notices. *Pick-up Time Frame:* In order to prevent the spreading of illnesses and exposure to other children, Parents/Guardians have **1 hour** from the staff phone call to pick up their child or to arrange for another authorized adult to pick their child up from the program within the above time frame.

HOLIDAYS:
Holidays are not pro-rated. Holidays observed are Memorial Day; New Year's Day; Veteran's Day; Labor Day; Thanksgiving Day and the day after; Martin Luther King Day; President's Day. There may be other days that come up when we will be closed, but we will give prior notice so you can make other arrangements.

ABSENCES:
If your child will not be attending a regular scheduled day of In Crowd, you must contact the Head Teacher or Child Care Director no later than 12pm on that day. Absences due to vacation times will not result in tuition credit or make-up time. If your child has been sick consecutively for three days, contact the Director for tuition credit.

SCHEDULE CHANGES:
All **schedule changes** i.e. change of weeks, days of the week or cancellation of a day or week must be cleared by the Director **two weeks prior** to the start of a change. **Thirty days** prior notice must be given to cancel completely out of any child care program without a payment penalty. Staff is not authorized to grant these changes.

MEDICATION:
All prescription and non-prescription medications (including Epi-pen's) shall be administered only with the written approval and instructions from the child's parent/guardian and in accordance with the label directions as prescribed by the child's physician. We must have the prescription bottle and the label must be unaltered. Medication cannot be administered without this label. Staff may administer medication with written approval of parent/guardian. All medications including sunscreen will be kept in a safe place inaccessible to children. They must also include the child's name and shall be dated. All administered medication will be documented on the "medication log."

SUNSCREEN:
If your child needs sunscreen please send it with him/her and instruct them on how to apply it. Children are responsible for applying it themselves. Please keep in mind that the staff is not responsible for and cannot be blamed for sunburns. As we do not provide sunscreen for the children in our program, please make sure to send sunscreen with them.

MAILSLOTS:
Mail slots are located in the In Crowd room for each family in the Middle School Program. Please check daily to keep informed of up-to-date polices, procedures and registration information.

SIGN-IN & OUT PROCEDURES:
HRC Child Care staff will sign them in upon arrival to the In Crowd program. Your child must be signed in and out by the parent or authorized adult dropping off or picking-up the child. When picking-up your child in the afternoon a parent/guardian must come to the In Crowd Room, sign the child out and notify a staff member that you are leaving with your child. Under no circumstances are children allowed to sign themselves out or walk home alone without notifying the Director and/or without written permission from the parent on the included agreement form. If someone other than the child's

parent/guardian will be picking-up the child, either a phone call or a note must be given to the Director or Head Teacher. That individual must be prepared to show identification, i.e. driver's license. It's not enough that a person's name is on the Identification & Emergency Information Form as an "alternate pick-up person," you still must call or send a note.

DROP-OFF:

Abbott students are picked up in the school's parking lot by an authorized representative of the HRD and will be dropped off at the Crystal Springs United Methodist Church on Bunker Hill. **Borel** students need to catch the #58 Sam Trans Bus that will drop them off just beyond the Crystal Springs United Methodist Church on Bunker Hill. The Head Teacher will pick up the students from their drop off at the bus stop.

FOR THE SAFETY OF YOUR CHILD:

If for any reason the person picking up the children appears to be under the influence or smell like alcohol or liquor the child will not permitted to leave with them and an alternate person will be called. Please understand this is for the safety of your child.

EMERGENCIES:

If there is a medical emergency involving a child, the parent/guardian will be notified and the child will be taken to the nearest hospital by ambulance. It is required that a parent/guardian fill out the Health Information Form, Consent for Medical Treatment Form, Disclaimer Form and that these forms be updated when changes occur. The child will not be admitted into the program without these forms completed and turned in.

LUNCH/MINIMUM DAYS:

On Wednesday minimum days or non-Wednesday minimum, the Head Teacher will escort the In Crowd kids out to lunch at one of the following locations: Crystal Springs Shopping Center, Laurelwood Shopping Center or Carlmont Shopping Center; all students are required to pay for their own lunch or they may bring their own lunch from home. On special non-Wednesday minimum days, there may be lunch outings to other locations per advance pre-approval from parents.

EVACUATION:

If the Crystal Springs United Methodist Church building ever becomes uninhabitable by fire or other disasters, the children will be escorted to the Highlands Recreation Center. If the Highlands Rec also becomes uninhabitable, children will be escorted to Highlands School.

DISCIPLINE & REASON FOR TERMINATION:

All the children in the HRC School Age Programs are entitled to a pleasant and harmonious environment. Therefore, we cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal and physical activity which may include, but is not limited to, such behavior that: requires constant attention from the staff; inflicts physical or emotional harm on other children; verbally/ physically abuses the staff; and/or ignores or disobeys the rules which guide behavior. Reasonable efforts will be made to assist children to adjust. Disruptive behavior will be dealt with in the following manner:

1. The misbehaving child will be given a five-minute break, in order for him/her to cool off and think about his/her actions. The Head Teacher will talk to the child and explain why he/she is taking a break and give the child positive alternatives to solve the problem.
2. If a second, five-minute break is given to the child in a single day, a written note or verbal communication will be given to the parent.
3. If a child continues with disruptive behavior a meeting with the Director, parent/guardian, and child will be held. The Director or Head Teacher will directly contact the parent or guardian to schedule a conference or meeting at the soonest possible date.
4. The policy for children hitting or bitting each other is very strict. At first offense, the child will be given a warning and will be sent up to the Directors Office at the Highlands Rec. Center until the parents come to pick up the child. On the second offense the child will be suspended for one day from the Rec.
5. If the disruptive behavior continues after a parent, meeting a temporary or permanent dismissal from the HRC will be given.
6. In the event of a reported incident between two or more children, the District reserves the right to suspend all involved parties until the investigation is complete.

NOTE: Types of discipline not permitted at Highlands Recreation include:

NO CORPORAL PUNISHMENT/VIOLATION OF PERSONAL RIGHTS
(CCR, Title 22, Section 101223.2)

GENERAL HRC RULES:

The following rules will be implemented and upheld by the ASP Staff on a consistent basis:

1. No hitting, biting, fighting or roughhousing.
2. No inappropriate touching.
3. Please remember to respect other people's personal space.
4. Bikes, skateboards, or scooters are not allowed on HRC or Church grounds.
5. Children must stay on walkways out of landscaped areas.
6. Climbing on fences or railings is not allowed.
7. Children are not allowed to pick leaves, flowers, or gather rocks, unless they are for specific art projects.
8. Children are not allowed to play in the bathrooms, climb on tress or play around the garbage cans.
9. Sand must be kept in sandbox area.
10. Dirt, rocks, sticks leaves. etc., cannot be brought into sandbox.
11. Standing is not allowed on the tables.
12. Water fountain is for drinking only.
13. Children must wear their shoes at all times.
14. Children are not allowed to dig on the lawn.
15. No running, wrestling, sitting on top of cabinets and tables or yelling in the Social Room/In Crowd Room.
16. Markers are not permitted on the rugs in the Social Room.
17. Children are only permitted on the Sports Court or Playground when there is a Rec. Leader present.
18. Tackle football is not permitted.
19. Shoes must be worn at all times.
20. Children are not permitted behind Court 4 or on the hill.
21. If a ball goes down the hill, a Rec Leader needs to retrieve it, not a child.
22. Absolutely No children are allowed in the ball room or the kitchen.
23. Children are not permitted on the blue mats if they are stacked three mats higher.
24. Jump ropes are for jumping rope only.
25. Do not kick balls at lights or speakers in the gym.

GENERAL CRYSTAL SPRINGS/IN CROWD RULES:

Additional Rules will be founded and agreed upon by all In Crowd students and Head Teacher

1. Respect all Church and In Crowd property, ie. kitchen area, couches, T.V., piano/keyboard, fireplace, chairs etc.
2. Remove shoes after playing outside and before re-entering the building.
3. No playing in or around the bathrooms.
4. Stay within eye-site of Rec. Leader(s) and designated areas.
5. Respect other Church program participants and areas.
6. No playing in the surrounding playgrounds or parking lot.
7. Do not cross the street without a Rec. Leader(s), ie. bus stop, Crystal Springs Shopping Center etc.
8. Students must ask permission before using any games, air hockey/pool table, watching movies, playing video games etc.
9. Students are responsible for their own property, ie. backpacks, ipods, video games, etc.

CHILD ABUSE:

It is a misdemeanor for any caregiver not to report suspected or known child abuse or the neglect of children enrolled in HRC's Programs. Under current law, programs do not have to notify the parent/guardian before notifying Child Protective Service(CPS). It is the program's responsibility to protect children from abuse and/or neglect.

RATE CHANGES:

Rate changes will be posted thirty days in advance.

REFUNDS:

Refunds will be given only when the Director is given at least one month notice.
Pro-rating is not available.

SNACKS:
There will be one snack provided each day for the children. It's their choice to eat it or not. We do not give alternate snacks unless there is a health problem, i.e. allergies. Please notify the Director of any allergies or special diet restrictions on the Health Information Form. If your child does have certain restrictions, it's suggested you send a separate snack along with the child's lunch. Each child is required to wash any utensils or kitchen supplies used for their snack. With the help of the Head Teacher, students at the IC help budget and plan out the monthly healthy snack purchase and schedule.

CELL PHONES/ELECTRONICS:

Having a cell phone, i-touch/i-pod or other personal devices is a privilege at the In-Crowd and the usage of phones for calling or texting may only be used appropriately. Cell phones or devices may be confiscated at the discretion of the Head Teacher. The following activities are prohibited: prank calling, inappropriate texting, messages of pictures or sharing of movies deemed inappropriate or cell phones during homework hour. Cell phones are the sole responsibility of the IC students and the ASP program is not responsible if the phone is lost or stolen while you're child is at HRC.
Cell phone usage for internet access must adhere to the In-Crowd Internet Policy.
Inappropriate includes, but is not limited to: nudity, pornography, hate speech, violence, gambling, weapons, sexual inferences, bullying or racial epitaphs.

INTERNET:

Using In-Crowd computers and printers is a privilege and may only be used appropriately; computers are to be used primarily for homework. All computers at the In-Crowd have internet filtering and security to block access to material harmful to minors in the following areas: pornography, hate speech, weapons, violence and gambling. Computer usage may be terminated or suspended at the discretion of the Head Teacher. Any usage of the internet deemed inappropriate by the Head Teacher will result in a loss of access privileges and disciplinary consequences. Students must inform the teacher what content or reason they're using the computer for. The following rules are expected to be abided by and include, but are not limited to:

- Use the internet as supervised by the staff. Do not use the internet to threaten or display offensive messages, pictures or language.
- Do not violate copyright laws or plagiarize the work of others found on the internet.
- Do not reveal your personal address or phone number or the location of the In-Crowd or disclose any personal information about other students.
- E-mail, instant messaging, games or other social networking is only allowed when directly supervised by staff.

MOVIE/VIDEO GAME POLICY:

Watching or playing video games at the In-Crowd is a privilege. The following ratings are approved for movies: G & PG. Appropriate PG-13 movies may only be viewed by In Crowd students when permission is given by all parents. The following ratings are approved for video games: EC, E, E10+ & T (Teen). Movie watching and video game usage may be terminated or suspended at the discretion of the Head Teacher.

PERSONAL MONEY
Students are prohibited from borrowing or lending their money to other students or staff while at the In-Crowd.

TOYS:
See In Crowd Rules.

HOMEWORK HOUR:
Homework Hour is Monday – Thursday 3:30-4:30pm throughout the school year. The homework program takes place in the In Crowd Room and is overseen by the Head Teacher. We require no talking during the hour and children can receive help from the in-room staff. Homework hour is optional; however if you wish to have your child attend the "Homework Hour" on a consistent basis, please complete the attached form in your student packet. We will then ensure your child is participating in this hour.

SWIMMING:
Recreational swimming will be available to the children attending our camp programs depending on pool staff availability. All children who enter the deep water will be screened by a Lifeguard for swim proficiency. If you child cannot pass the swim test

he/she will be allowed to swim in the three foot end of the pool. All children will be under close supervision by both Lifeguards and ASP staff. The Lifeguard Staff may take away swimming privileges if the rules are not adhered to. Your child will need a suit, a towel, goggles and if their hair is long, they will also need a ponytail holder.

BIRTHDAYS:
We do not celebrate children's birthdays, but if you would like to do something special we will work with you to make your child's day special.

I agree, have read and understand the admission agreement, rules and procedures of the Highlands Recreation Center Child Care Programs Enrollment Packet.

Parent/Guardian Signature: _____ **Date:** _____

School-Age Director Signature: _____ **Date:** _____

MOM EMAIL_____

DAD EMAIL_____

HIGHLANDS RECREATION DISTRICT
"IN CROWD" PROGRAM
PARENT'S FEE AGREEMENT

TUITION:

- ***The fee is due by the 5th business day of the month***. Fees are non-refundable. Your child will not be accepted into the program without payment.
- **TUITION LATE FEE POLICY:**
  1. **1ST Two Months**: There is a $25.00/child late fee per month, if monthly fees are paid after the fifth business day of the month.
  2. **After 2nd Monthly Late Fee:** The monthly late fee will be increased to $50/child
  3. **After 3rd Monthly Late Fee:** Families will be required to sign up for automatic tuition deduction system (ACH).
- Visa, MasterCard, American Express and Discover are accepted.
- If you would like your payment deducted automatically from your checking/savings account, please complete a auto deduction slip, available in the HRC office. Transaction Fee: $2.00
- There is a $10 sibling discount, per month, for a child living in same household.
- A one time Supply Fee of $75 for 1-day and $20 each additional day is the yearly deposit.
- **A late fee pickup charge of $10.00 per every five minutes of daycare after 6p.m**. This Overtime Charge is payable to the HRC and can be given to the on-site staff or you can be billed by the office at a later date. Payment must be received within 5 days or you will incur an additional fee. **This fee may not be added to the monthly fee.**
- Checks returned by the bank for insufficient funds (ISF's) will be subject to a fee of $20. Parents will be notified immediately upon receipt of the ISF notice by the Director and shall have one week in which to pay the fee. If the fee is not paid by the end of that week; the child(ren) will not be able to return to the ASP until the fee is paid.
- **Transaction Fee:** A $5 transaction fee will be added to each registration including monthly child care. Whether you enroll for one class or many classes, the fee will be $5 per transaction, not per class. If the participant cancels from a class or program, the HRC retains the $5 transaction fee. **Automatic Monthly Payments:** The registration fee for all ACH payments will be $2.
- All registration receipts will be e-mailed to the payer of the completed registration. Receipts will only be printed on special request.

SIGN-IN AND OUT PROCEDURES:

- Your child will be signed in every school day by the "IN CROWD" staff and signed out by the parent or authorized adult picking up the child.

I agree and understand the parent's fee agreement for the Highlands Recreation Center Child Care Programs.

Parent/Guardian Signature: _____ **Date:** _____

School-Age Director Signature: _____ **Date:** _____

STATE OF CALIFORNIA
HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

Mom's Cell: _____

Dad's Cell: _____

IDENTIFICATION AND EMERGENCY INFORMATION
CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ( )
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP	BIRTHDATE
FATHER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ( )
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP	HOME TELEPHONE ( )
MOTHER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ( )
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP	HOME TELEPHONE ( )
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ( )	BUSINESS TELEPHONE ( )

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ( )
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ( )

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

☐ CALL EMERGENCY HOSPITAL ☐ OTHER EXPLAIN: _____

NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE CALLED FOR

SIGNATURE OF PARENT OR AUTHORIZED REPRESENTATIVE	DATE

TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE

DATE OF ADMISSION	DATE LEFT

Parent/Guardian Signature:_____

HIGHLANDS RECREATION DISTRICT
HEALTH INFORMATION FORM

CHILD'S NAME:_____**AGE:**_____

PARENT/GUARDIAN'S NAME: _____

PARENT/GUARDIAN'S DAYTIME PHONE NUMBER:

MOTHER (Home) _____ **FATHER (Home)**_____

MOTHER (Cell) _____ **FATHER (Cell)** _____

MOM'S PROFESSION_____**DAD'S PROFESSION**_____

EMAIL ADDRESS: MOM: _____ **DAD:** _____

PHYSICAL CONDITIONS: Please note conditions, which affect your child and symptoms that may help us identify possible problems:

ALLERGIES:

Drug Allergies: _____
Symptoms: _____

Food Allergies: _____
Symptoms: _____

Insect or other Allergies: _____
Symptoms: _____

Asthma: _____ **Symptoms:** _____

Diabetes: _____ **Symptoms:** _____

Seizures: _____ **Symptoms:** _____

Other: _____ **Symptoms:** _____

OTHER:
Please list below any other conditions, learning/social disabilities or health problems of which we should be aware of in order to best care for your child:

_____

_____

_____

_____

HIGHLANDS RECREATION DISTRICT

I _____, hereby give my permission for an authorized Highlands Recreation District Staff member to drive my son/daughter _____, From Borel and/or Abbott Middle School to the Highlands Recreation Center programs on inclement weather days. In addition I authorize the Highlands Recreation District staff to escort my child to "The Church" at 2145 Bunker Hill Dr, San Mateo, CA 94402 from the Bennington Dr and Bunker Hill bus stop and to the Crystal Springs Shopping Center, Laurelwood Shopping Center or Carlmont Shopping Center.

_____ _____

Signature Date

CONSENT TO TREAT

HIGHLANDS RECREATION DISTICT
"IN CROWD" PROGRAM
FALL/WINTER/SPRING

In the event that my child is injured at the Highlands Recreation Center/CSUMC or a designated field trip site, I hereby give my consent to the Highlands Recreation District, its employees, and officers to facilitate emergency medical care, at my expense, and in doing so I absolve the Highlands Recreation District from all liabilities as stated above.

If I cannot be reached immediately or if the situation is viewed as critical by the Staff member in charge, I request that one of the following physicians be called, but if emergency medical treatment is believed to be necessary, I authorize the HRD'S "IN CROWD" PROGRAM Staff to request assistance from the paramedics, and I consent to any emergency treatment that is recommended by paramedics or emergency room staff.

_____ _____

PARENT/GUARDIAN SIGNATURE DATE

_____ _____

PHYSICIAN NAME: CITY PHONE NUMBER

_____ _____

DENTIST NAME: CITY PHONE NUMBER

HEALTH INSURANCE CARRIER: _____

POLICY NUMBER: _____

HIGHLANDS RECREATION CENTER
My child can be released under the following conditions:

A. _____ only to be picked up by — **Parent(s)**
Any person on the emergency list
A person I have written a note for in advance

B. _____ Leave on own at: — **Any time**
End of program 6:00pm or other_____
At time _____pm (same for each day)

C. _____ other, please specify

Other information we should be aware of:

Parent's signature_____ Date _____

Model Release Form

I hereby grant the Highlands Recreation District, their legal representatives and assigns (including any agency, client or publication), irrevocable permission to publish photographs of me or my child(ren) taken at a District facility or event. These images may be published in any manner, including but not limited to advertising, periodicals, greeting cards and calendars. Furthermore, I will hold harmless the aforementioned District, their representatives and assigns, from any liability by virtue of any blurring, distortion or alteration that may occur in producing the finished product, unless it can be proven that such blurring, distortion or alteration was done with malicious intent toward me.
I affirm that I am more that 18 years of age and competent to sign this contract on my own behalf. I have read this release and fully understand its contents.

PLEASE PRINT:

Child's Name:_____

Address:_____

City:_____ State:_____ Zip Code:_____

PARENT/GUARDIAN CONSENT (IF APPLICABLE)

I am the parent or guardian of the minor named above and have legal authority to execute this release. I consent to use of said photographs based on the contents of this release.

Parent/Guardian Name:_____

HOMEWORK HOUR

Homework Hour is Monday-Thursday 3:30-4:30pm throughout the school year. The program takes place in the In Crowd Room and overseen by at least one staff. We require no talking during the hour and children can receive help from the in-room staff.

Homework Hour is optional; however, if you wish to have your child attend "Homework Hour" on a consistent basis, please complete the lower half of this sheet. We will then ensure your child is participating in the hour.

NAME_____ GRADE_____

NAME_____ GRADE_____

I would like my child to attend "Homework Hour" on a daily basis. Please ensure my child is enrolled in the program.

SIGNATURE_____DATE_____

PRINTED NAME_____

HIGHLANDS RECREATION DISTRICT
"IN CROWD 2016-2017"

AGREEMENT, WAIVER, AND RELEASE

In consideration for being permitted by the above district to participate in the above activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as result of participation in said activity. This release is intended to discharge in advance the above district (its officers, employees, and agents) from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above person or entities free and harmless from any loss, liability, damage, cost, or expense which may incur as the result of my death or any injury or property damage that I may sustain while participating in said activity.

PARENTAL CONSENT: (to be completed and signed by parent/guardian if applicant is under 18 years of age.) I hereby consent that my son/daughter, _____, participate in above activity, and I hereby execute the above Agreement, Waiver, and Release on his/her behalf. I state that said minor is physically able to participate in said activity. I hereby agree to indemnify and hold the persons and entities mentioned above free and harmless from any loss, liability, damage, cost, or expense, which they may incur as a result of the death or any injury or property damage, that said minor may sustain while participating in said activity.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN THE ABOVE DISTRICT AND MYSELF AND I SIGN IT OF MY FREE WILL.

In addition I authorize the Highlands Recreation District staff to escort my child to "The Church" at 2145 Bunker Hill Dr, San Mateo, CA 94402 from the Bennington Dr and Bunker Hill bus stop and to the Crystal Springs Shopping Center, Laurelwood Shopping Center or Carlmont Shopping Center.

_____	_____	_____
Signature	Name (Printed)	Date

PG-13 Movies **Yes or No**