SPRING CAMP
EMERGENCY PACKET

Highlands Recreation Center

1851 Lexington Ave
San Mateo, CA
Phone: 650-341-4251
Fax: 650-349-9627

www.highlandsrec.ca.gov

PACKET MUST BE COMPLETED AND RETURNED TO HRC PRIOR TO YOUR CHILD STARTING CAMP! ONE PACKET PER CHILD!
MAY NOT BE TURNED IN ON CHILD'S 1ST DAY!

2016-2017

SCHOOL-AGE PROGRAMS

PHILOSOPHY

The Highlands Recreation Center is neither home nor school to your child. It doesn't attempt to replace either of these, but it does complement both. The children in our programs are away from home for many hours and they move through several different environments in the course of their day. There are children of various ages and stages of development and their differing needs must be met.

These needs are social, emotional, intellectual and physical. The HRC will strive to meet these needs by creating an environment that:

* Offers children a base of warmth and security provided by caring adults, in which they can all grow, respect and enjoy each other.
* Fosters autonomy, cooperation and self-control, choice and the assumption of responsibility.
* Permits freedom within set limits.
* Encourages creativity.
* Provides activities reflecting and filling these different needs, while respecting cultural diversity.

The HRC will also strive to meet the parent's needs by:

* Offering a safe, accessible, affordable before/after school & camp program.
* Providing a warm, trusting, competent, responsible staff that understand and meet the needs of the children.
* Respecting and incorporating parental needs, values and cultural diversity in the policies and activities of the HRC.

Our professional staff receives on site & off site training in:

* CPR & First Aid Certification
* Team Building & Communication
* Guidance & Discipline Techniques
* Age Appropriate Programming

And lastly, the HRC will strive to meet the needs of the community and participants by:

* Encouraging the participation of community members, of different racial, ethnic, cultural and economic backgrounds.
* Providing quality care to their children.
* Sharing and building upon existing community resources.
* Respecting other agencies, such as 4-C's (Child Care Coordinating Council) and SAC (School Age Consortium), who share the concern for children's and families' needs.
* Giving the Highlands Community a feeling of pride.

By putting all these concepts together, the design of our program is to produce a high quality childcare program. Our program has incorporated these concepts to better serve you, the parents, and make your child (ren) feel happy, safe and secure during their stay at HRC's School age programs.

ADMISSION AGREEMENT

BASIC SERVICE:
To provide supervision for camps; for children age's five through middle school, which includes swimming, arts and crafts, sports, games, hiking, cooking, activities and daily snacks. The children have a variety of "options" to choose from.

ILLNESS:
In consideration of all children in the programs, please do not send sick children to the Rec. 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 refunded 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, Foot & 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.

SIGN-IN & OUT PROCEDURES:
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 Social Room, sign the child out and notify a staff member that you are leaving with your child. Licensing requires that when signing in or out your child you must use your full written signature. **Initials are not acceptable.** Under no circumstances are children allowed to sign themselves out or walk home alone without notifying the Director with written permission from the parent. 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.

IN THE EVENT HRC IS FINED BY LICENSING FOR AN INCOMPLETE/LACK OF SIGNATURE ON SIGN-IN & OUTS, HIGHLANDS RECREATION CENTER RESERVES THE RIGHT TO BILL PARENTS FOR ANY FINES INCURRED.

DROP-OFF:
Please do not drop-off your child in the parking lot and have them walk up by themselves! It is a State law that your child be signed in and out everyday, indicating times and signature of the parent/guardian.

FOR THE SAFETY OF YOUR CHILD:
If for any reason a person picking up the children appear 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 children.

TRANSFERS:
Transferring pre-paid weeks is based solely on availability. Any transfers must be approved by the Director.

HOLIDAYS:
Holidays are not pro-rated.

ABSENCES:
Absences due to vacation times will not result in tuition credit or make-up time. If you're scheduled to attend a field trip day and circumstances change, please contact the Director in advance.

MEDICATION:
All prescription and non-prescription medications 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. Older children must be responsible for applying it themselves. Please keep in mind that the staff is not responsible for and cannot be blamed for sunburns. The staff will remind the children to apply it and will help the younger children as much as possible. As we do not provide sunscreen for the kids in our program, please make sure to send sunscreen with them.

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 prior to beginning the program.

EVACUATION;
If the Highlands Recreation building ever becomes uninhabitable by fire or other disasters, the children will be escorted to the Highlands School first or to the Crystal Springs Methodist Church which is located on Bunker Hill Drive, for shelter.

DISCIPLINE & REASON FOR TERMINATION:
All the children in the HRC 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 Rec. Leader 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 will be given to the parent to be aware of the child's behavior.
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 most 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 to the Director's Office 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/VIOLATIONOF PERSONAL RIGHTS
(CCR, Title 22, Section 101223.2)

GENERAL RULES:

The following rules will be implemented and upheld by the Camp 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 grounds. Parking these items is permitted in the bike rack on the pathway.
5. Children must stay on walkways out of landscaped areas.
6. Climbing on fences or railings is not allowed.
7. Shoes must be worn at all times.
8. Children are not permitted on the handrails.
9. Children are not allowed to pick leaves, flowers, or gather rocks, unless they are art projects and cleared by Maintenance Supervisor.
10. Children are not allowed to play in the bathrooms, climb on tress or play around the garbage cans.
11. Sand must be kept in sandbox area.
12. Dirt, rocks, sticks leaves. etc., cannot be brought into sandbox.
13. Standing is not allowed on the tables.
14. Water fountain is for drinking only.
15. Children must wear their shoes at all times.
16. Children are not allowed to dig on the lawn.
17. Children are not allowed to play with the sprinkler heads.
18. No running, wrestling, sitting on top of cabinets and tables or yelling in the Social Room.
19. Markers are not permitted on the carpet in the Social Room.
20. Children are only permitted on the Sports Court or Playground when there is a Rec. Leader present.
21. Tackle football is not permitted.
22. Children are not permitted on the handrails.
23. Children are not permitted behind Court 4 or on the hill.
24. If a ball goes down the hill, a Rec Leader needs to retrieve it, not a child.
25. Absolutely No children are allowed in the ballroom or the kitchen.
26. Children are not permitted on the blue mats if they are stacked three mats higher.
27. Jump ropes are for jumping rope only.
28. Do not kick balls at lights or speakers in the gym.

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:

Pro-rating is not available. Contact the Child Care Director for refunds.

LUNCH/CHILL TIME:

All children need to bring their own lunch unless otherwise notified. After lunch, 20-30 minutes will be devoted to "chill time" in our gym: reading, playing cards and quiet talking. This allows the kids time for digesting lunch before afternoon activities.

SNACKS:

There will be two snacks 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.

RECREATION CLASSES:

Your child is encouraged to take enrichment classes offered through the Highlands Recreation Center Seasonal

Brochure, most at a discounted fee for Camp children.

SWIMMING:
Recreational swimming will be available to the children attending our programs depending on pool staff availability. All children who enter the deep water will be screened by a Lifeguard for swim proficiency. If your child cannot pass the swim test, he/she will be referred to swimming lessons and the parent and or guardian will be notified. These children will be allowed to put their feet in the water and "wade" in the shallow end of the pool under close supervision by both Lifeguard staff and the Camp staff. It's important that they follow these rules for their own safety and enjoyment. The Lifeguard staff may take away swimming privileges if the rules are not adhered to. Your child will need a suit, a towel, sunscreen and if their hair is long, they will also need a ponytail holder. A change of underwear for boys is recommended.

FIELD TRIPS:
All field trips are on Thursday's and are reserved for weekly enrolled kids only. In order to maintain low ratios on field trips, all campers attend trips; no staff are left at center. Please follow field trip departure times, required items to bring & listed money allowed; all published in camp calendars. If your child does not comply with Camp and Field Trip rules, they will not be allowed to attend their next scheduled field trip. For Summer Camp: All campers must wear "Summer Fun Zone" t-shirts on field trips; if your child is not wearing their shirt on field trip days they will be required to purchase a new one for $10.

FIELD TRIP RULES:
1. Walk at all times.
2. No pushing, hitting, pinching, fighting or yelling.
3. STAY with your group or partner, in a line, or however your Rec. Leader instructs the group to do.
4. RESPECT other people's property. Children are responsible for their own belongings.
5. NEVER go to the bathroom alone-always with a Rec. Leader.
6. LISTEN and don't do anything until instructed to do so by your Rec. Leader.
7. WAIT patiently and quietly for your turn.
8. DON'T ask Rec. Leaders for money.
9. BUS RULES: No standing, no moving from seat-to-seat, no kicking or pushing the seat in front of you, no yelling or playing with windows.
10. Each child's money will be put in a zip lock bag with their name on arrival at the Rec. for field trip days. If asked to do so, the group's Rec. Leader will be responsible for dispensing money throughout the field trip.

CELL PHONES:
Having a cell phone is a privilege in CAMP and the usage of phones for calling or texting may only be used appropriately. Cell phones are the sole responsibility of the CAMP students and the CAMP program is not responsible if the phone is lost, stolen or broken while you're child is at HRC. Cell phones may be confiscated at the discretion of the CAMP Staff and 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 or rows. **Inappropriate includes**, but is not limited to: nudity, pornography, hate speech, violence, gambling, weapons, sexual inferences, bullying or racial epitaphs.

TOYS
Please do not send any toys to our programs, i.e. cars, games, balls, etc. If your child comes with a toy, it will be kept in a safe place by the staff until the parent arrives.

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.

RIGHTS OF LICENSING AGENCY:
Any duly authorized officer, employee, or agent of the department may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice, to secure compliance with, or to prevent a violation of this act, or the regulations adopted by the department pursuant to this act.

STATE OF CALIFORNIA
HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

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

To Be Completed by Parent or Authorized Representative

MOM's Cell:
DAD's Cell:

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ( )
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP	BIRTHDATE
FATHER'S/GUARDIAN'S/FATHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST		BUSINESS TELEPHONE ( )
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP	HOME TELEPHONE ( )
MOTHER'S/GUARDIAN'S/MOTHER'S DOMESTIC PARTNER'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/GUARDIAN OR AUTHORIZED REPRESENTATIVE | DATE

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

DATE OF ADMISSION | DATE LEFT

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:

_____

_____

_____

_____

_____

CONSENT TO TREAT
SCHOOL-AGE PROGRAMS

In the event that my child is injured at the Highland Recreation Center or at a designated District 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 Child Care 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: _____

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

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

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

CAMP FEES

See current brochure for fees.

All fees are due prior to your child's scheduled camp days. If you put down deposits to secure space for your child, full fees are due in installments. After deadline dates, spaces available on a 1st come, 1st serve basis. Deposits not required but recommended.

PARENT'S FEE AGREEMENT

TUITION:

- The Spring Fee Schedule is based on a weekly payment. No Drop-in's are available. Spring Fees are a Daily or weekly rate. Fees Include: 7:30am-6:00 pm care, supply fee, weekly all camp field trips (entrance & transportation), recreation swimming, special presenters & jumpers, two daily snacks etc.
- Visa, MasterCard, American Express and Discover are accepted.
- There is a $5 sibling discount, per week, for a child living in same household.
- **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 your camp 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 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.
- HRC will refund pre-paid weeks or days prior to start of scheduled day/week, minus $50 deposit per child, per week. If cancellation occurs on Monday of the scheduled week of camp, no refunds available. There will be no refund once the child has attended camp.
- All registration receipts will be e-mailed to the payer of the completed registration. Receipts will only be printed on special request.

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:** _____

HIGHLANDS RECREATION CENTER

I _____, hereby give my permission for an authorized Highlands Recreation District Staff member to drive my son/daughter _____, From Highlands Recreation Center to the below listed field trip locations.

SPRING CAMP – 4/2/15: Jungle Island

4/7/16: San Mateo Movie Theatre

_____ _____

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:_____

Parent/Guardian Signature:_____

PERSONAL RIGHTS

Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

(a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

(1) To be accorded dignity in his/her personal relationships with staff and other persons.

(2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.

(3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.

(4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.

(5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.

(6) Not to be locked in any room, building, or facility premises by day or night.

(7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME

ADDRESS

CITY	ZIP CODE	AREA CODE/TELEPHONE NUMBER

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)	(PRINT THE ADDRESS OF THE FACILITY)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)	(DATE)

CHILD CARE CENTER
NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.

2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.

3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.

4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.

5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.

6. Receive from the licensee the name, address and telephone number of the local licensing office.

   Licensing Office Name: _____

   Licensing Office Address: _____

   Licensing Office Telephone #: _____

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.

8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: ***CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.***

For the Department of Justice "Registered Sex Offender"database, go to www.meganslaw.ca.gov

(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS
(Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

_____
Name of Child Care Center

_____ _____
Signature (Parent/Authorized Representative) Date

NOTE: ***This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.***

For the Department of Justice "Registered Sex Offender"database go to www.meganslaw.ca.gov

HIGHLANDS RECREATION DISTRICT

SPRING CAMP 2016

K-5th Grade Waiver

AGREEMENT, WAIVER, AND RELEASE

In consideration for being permitted by the above district to participate in the registered activity, I hereby waiver, 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 a 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 persons or entities free and harmless from any loss, liability, damage, cost, or expense which they 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 the registered activity, and 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 MYSELF AND THE ABOVE DISTRICT AND I SIGN IT OF MY FREE WILL.

Bus rides from the Highlands Rec. Center to and from Field Trip Destinations:

SPRING CAMP 2016 Field Trips:

Thursday 3/31/16: Jungle Island

Thursday 4/7/16 : San Mateo Movie Theatre

_____ _____

Signature Date

_____

Print Name