



**CAC Youth Programs
Summer 2009 Registration Form**

Please complete one form per child.

Child's First Name _____ Last Name _____

Parent's First Name _____ Last Name _____

Age ____ Gender M F **Circle One:** Family Membership Couple/Individual Membership Non Member

Special instructions/Allergies? _____

I authorize the following person(s) to pick up my child if I am unavailable:

First Name _____ Last Name _____

Relationship: _____ Contact phone number _____

First Name _____ Last Name _____

Relationship: _____ Contact phone number _____

Programs Requested:

Program Name _____ Date(s) _____ Cost _____

Program Name _____ Date(s) _____ Cost _____

Program Name _____ Date(s) _____ Cost _____

Program Name _____ Date(s) _____ Cost _____

Payment method:

CAC Membership Account: Membership Name/Number: _____

Check Cash Credit Card: Card Number: _____ Exp: _____

Program total: _____ plus tax (9.5%) _____ Total amount due: _____

Authorization:

By signing below, I authorize registration for my child in the above named program(s) at Columbia Athletic Club and shall adhere to all associated policies, including cancellation policy. The undersigned, undersigned's children, heirs or guests hereby waive and release any and all claims for damages, liabilities, suits, costs or actions against owner, employees or partners of Columbia Athletic Clubs. All use of facilities shall be at the sole risk of the participant and the Club shall not be liable in any fashion for injury, damage or loss of articles.

Signed: _____ Date: _____



Today's Date _____
Columbia Athletic Clubs Member? Yes / No

Family Information Form CAC Youth Programs 2008 – 2009

PARTICIPANT INFORMATION

Name of First Participant (First and Last) _____ Current Age ____ Birthdate: _____

Medical Information/Allergies _____

Name of Second Participant (First and Last) _____ Current Age ____ Birthdate: _____

Medical Information/Allergies _____

Name of Third Participant (First and Last) _____ Current Age ____ Birthdate: _____

Medical Information/Allergies _____

Name of Fourth Participant (First and Last) _____ Current Age ____ Birthdate: _____

Medical Information/Allergies _____

PARENT AND EMERGENCY CONTACT INFORMATION

Address _____ City _____ Zip _____

Email _____ Would you like to be added to our email contact list for program updates? Y N

Mother's Name: (First and Last) _____

Home Ph. Mother _____ Work Ph. Mother _____ Cell Ph Mother _____

Father's Name: (First and Last) _____

Home Ph. Father _____ Work Ph. Father _____ Cell Ph Father _____

Physician Name, Location and Phone: _____

Emergency Contact if parent cannot be reached: _____ Phone _____

BILLING INFORMATION

Note: Non-members must either pre-pay or leave a credit card number to register for any program.

Member Charge _____ Member # _____

Credit Card : Visa/MC/Amex Card # _____ Exp Date _____

Registration & Cancellation Policy: Please register for complimentary classes at least 24 hours in advance. Classes may be cancelled for lack of participation with 24 hours notice. Participant class cancellations must be received 24 hours in advance. If cancellation is made less than 24 hours in advance or no cancellation is made, the non-member fee will be assessed. Please register for paid classes/special events/day camps at least 48 hours in advance. Classes/events/camps may be cancelled for lack of participation with 48 hours notice. Participant class/event/camp cancellations must be received 48 hours in advance. If cancellation is made less than 48 hours prior to the start of the class/camp/event, a 50% cancellation fee will be assessed. If no cancellation is made, the entire fee will be assessed. Remember, you must have a family membership to receive member rate. **If you are not a CAC Member, payment confirms your registration.** Your registration is not confirmed until payment is received, unless other specific arrangements have been made. By filling out this form you are agreeing that the use of the Columbia Athletic Club – Juanita Bay is at your own risk and the club shall not be liable in any fashion for injury, damage(s) or loss of articles.

Signed: _____ Print Name: _____ Date: _____



Youth Programs Policies & Parent Information Summer Day Camps 2009

Youth Programs are designed to provide enriching summer activities for children, ages 3-12 years of age, within a safe and comfortable environment. A trained and caring staff supervises all programs.

Program Objectives

- Provide an enriching experience for all participants;
- Provide a wide variety of quality recreational activities in a safe, healthy and positive atmosphere;
- Create positive staff/participant interaction, communication and guidance;
- Promote self-confidence and accomplishment through participation and completion of program activities;
- Provide encouragement and help expand social skills.

Registration

Children must be registered and paid in full before they attend a fee-based program. A Summer Registration (one per child for the summer session) and Family Information Form (one per family for the year) must be completed for each child prior to attending a session. Please notify the staff of any changes in residence, telephone numbers, medications, and/or health issues as soon as possible.

Waiting List Procedures

In the event that your desired Youth Program is filled, you will have the opportunity to put your child's name on our waiting list. If a spot becomes available, you will be notified and given 24 hours to respond before the opening is offered to the next child on the waiting list. These spots are filled on a first come, first serve basis.

Cancellation Policy

Day camp may be cancelled by CAC for lack of participation if minimum enrollment is not met. Weather policy for outdoor camps: CAC staff will not cancel outdoor camps due to rain. However, CAC staff may cancel or postpone the program for the safety of the participants due to extreme weather. If an outdoor program must be cancelled, all participants will return to CAC where parents will be notified. CAC staff will remain with participants until all have been picked up.

Participant day camp cancellations must be received 48 hours in advance. If cancellation is made less than 48 hours in advance, a 50% cancellation fee will be assessed. If NO cancellation is made, the entire fee will be retained.

Sign-in/Sign-out Procedures

A daily attendance sheet is kept for each Youth Program. Upon arrival each day, the program staff lead will check-in each child and ask the parent/guardian to confirm contact information and initial. When picking up child from the program, check him/her out by providing the program staff your child's name and your name, with identification if requested.

Alternative Pick-up Policy

In the event that someone else must pick up your child, it is preferred that staff be notified in advance. In order for someone else to pick-up your child, that person's name must be written in the designated space on the registration form and signed by the parent/guardian. Additionally, the Program Staff must be notified prior to checkout if someone else is picking up your child. Parent/Guardian may notify staff by calling the front desk office or by sending a note with your child.

If staff is not notified prior to checkout, child will not be allowed to leave the program until staff has communicated with parent/guardian. Please note this procedure is imperative for the safety and security of your child. If there is someone who cannot pick up your child, please let staff know.

Clothing and Personal Belongings

Participants should be dressed in appropriate clothing for the program. Closed-toe shoes (preferably tennis shoes) should be worn. Children should also bring a sack lunch, backpack, sunscreen if program includes field trip(s) and water bottle. PLEASE PUT A NAME LABEL ON EVERYTHING!



Lunch/Snacks

Snacks/lunch are not included in fees. We encourage parents to send children with a healthy, balanced lunch/snack. Please do NOT send items which require refrigeration or heating. Due to food allergies/safety children may not share their lunch/snack items with others. Please DO NOT send soda or candy, or any items containing peanuts, for snack or lunch.

Health Requirements

The parent/guardian has a responsibility to monitor the daily health and physical condition of their child and to determine the child's ability to actively participate in the program. If the child has a fever, is experiencing nausea, headaches, intestinal/stomach problems, infectious conditions, head lice, strep throat, or is ill; it is imperative that he or she stay home for the day, where they can be more comfortable and return when they are feeling well.

When a child shows signs of illness while participating in the program, the parent/guardian (or other emergency contact) will be notified and they must pick up the child immediately.

All staff are trained in CPR and Basic First Aid. All minor scrapes and scratches will be treated and reported to parent/guardian at the end of the day.

Children will not take any daily medication(s) while attending Youth Programs. If a child is in need of medicine during the camp day, a parent or guardian must be available to dispense the proper dosage to his or her child.

CAC staff are not allowed to apply sunscreen. We recommend you apply sunscreen prior to the start of any camp that includes outdoor activities.

Emergencies

If a major or life threatening injury or accident occurs during scheduled Youth Program hours, it will be handled in the following manner:

- 911 will be called immediately;
- The parent/guardian will be notified; and
- Based on the professional decision of the EMT unit, the child may be transported to the closest medical facility for immediate care or the EMT may advise the parent/guardian or program staff as to how to treat or care for the child.

Participant Behavior Management Policy

In order to maintain a friendly, fun and safe environment in our Youth Programs, we have adopted the following policies regarding behavior management. These policies ensure that each child will achieve the most positive experience possible. The following are basic guidelines and are not all inclusive:

Participants will:

- Show respect and consideration for other participants and staff;
- Communicate positively with other participants and with staff;
- Listen and follow instructions from staff;
- Respect equipment, supplies and facilities;
- Respect the belongings of others;
- Participate in activities.

Participants will not:

- Use violence, force, intimidation, or other negative behavior;
- Use inappropriate language or name-calling;
- Destroy supplies or property;
- Bring inappropriate items to the program (weapons, etc.)