



Morrisville

Parks, Recreation &
Cultural Resources

Morrisville Parks, Recreation & Cultural Resources

2024 – 2025 Youth & Preschool Registration Form

Full Name of Participant: _____ Preferred Name: _____

Address: _____ City: _____ Zip Code: _____

Date of Birth: _____ Current Age: _____ Shirt Size: _____ Sex: Female Male

Age (as of Aug. 31, 2024): _____ Grade (2024-2025 School Year): _____

School (2024-25 School Year): _____

Main Phone #: _____ Email: _____

Fathers Name: _____ Home Phone: _____ Cell Phone: _____

Mothers Name: _____ Home Phone: _____ Cell Phone: _____

Emergency Contact & Release Information (must be different from information above and at least 16 years old)

(1) Name: _____ Relationship to Participant: _____

Email: _____ Home Phone: _____ Cell Phone: _____

(2) Name: _____ Relationship to Participant: _____

Email: _____ Home Phone: _____ Cell Phone: _____

(3) Name: _____ Relationship to Participant: _____

Email: _____ Home Phone: _____ Cell Phone: _____

Medical Insurance is required for all program participants. I confirm that the participant has medical insurance.

Yes No Company: _____ Policy number: _____

By signing below, I acknowledge that I have read and understand all camp policies and procedures listed on pages 3-6. I hereby waive all claims against the Town of Morrisville, now, known or arising in the future relating to my child's participation in the Town of Morrisville Parks, Recreation, and Cultural Resources Department Summer Camp(s).

Signature of Parent or Legal Guardian

Date

(If participant is under 18 years of age, please use parent/guardian signature.)



Full Name of Participant: _____ Preferred Name: _____

Health Information: (please check yes or no)

- Yes No Allergies (if yes please list): _____
- Yes No Asthma
- Yes No Autism Spectrum
- Yes No Diabetes
- Yes No Dietary Restrictions (if yes please list): _____
- Yes No Downs Syndrome
- Yes No Emotional/Behavioral Disorder
- Yes No Epilepsy
- Yes No Hearing/Visual Impairment (if yes please list): _____
- Yes No Intellectual Disability/Developmental Delay
- Yes No Motor Impairment
- Yes No Sensory Integration/Processing Disabilities
- Yes No ADHD/ADD (if yes please circle one)

Please list any other health information that is not mentioned above:

Medical Information:

The Morrisville Parks, Recreation and Cultural Resources Department does not normally administer any medication and will only do so when directed in writing by the child's parent/guardian on a medication disbursement form. In the event of an emergency, every effort will be made to contact the parent, however if a parent/guardian cannot be contacted, Emergency Medical Staff and the Morrisville Parks, Recreation and Cultural Resources Department may take appropriate action in the best interest of the child. Medication forms can be obtained by calling the Cedar Fork Community Center at 919-463-7100 and they can be sent via email or fax.

Please list any medication the participant will be taking at camp or any additional information:

Signature of Parent or Legal Guardian

Date

Youth & Preschool Programs Policies

WAIVERS

Consent to Participate – I, for myself or as parent or guardian, hereby assume all the risks and hazards incidental to the conduct of the activities, and transportation to and from the activities. I release, absolve and indemnify the Town of Morrisville, employees of the town, volunteers, contractors and/or sponsors from all risks and hazards associated with the activities and in the event of injury, do expressly waive all claims against them. I understand that no insurance coverage is provided by the Town of Morrisville Parks, Recreation and Cultural Resources Department. I also agree that participant's likeness may be photographed or videotaped and that such image may be published in an outlet used to promote or publicize town programs.

Field Trip Release – I permit my child to leave the Morrisville Parks, Recreation and Cultural Resources facilities on authorized trips under the supervision of department staff.

Photography Release – By signing this form, the parent or legal guardian permits the Town of Morrisville Parks, Recreation & Cultural Resources Department to use pictures of their child as a program participant in promotional literature, videos and the Town of Morrisville website. I understand my child's name will not be published.

MEDICAL TREATMENT

Accident Insurance – I understand that participants are responsible for their own accident insurance when participating in Morrisville Parks, Recreation and Cultural Resources programs.

Medicine – The Morrisville Parks, Recreation and Cultural Resources Department does not normally administer any medication and will only do so when directed in writing by the child's parent/guardian on a medication disbursement form. In the event of an emergency, every effort will be made to contact the parent, however if a parent/guardian cannot be contacted, Emergency Medical Staff and the Morrisville Parks, Recreation and Cultural Resources Department may take appropriate action in the best interest of the child.

Program Policies

Attendance – I understand that if my child will not be attending a program that he/she is registered for, I should contact the Community Center to make them aware. Also, if my child will need to be released to the school early or will be arriving to the program late, I will provide the staff with a written, dated and signed note in advance.

Babysitting Policy – The Morrisville Parks, Recreation and Cultural Resources Department cannot and does not endorse or recommend its present or former staff members as babysitters to any parent or guardian of any child in any of our programs. Any babysitting arrangements with present or former staff of the department are separate and independent from any department program and must be based on the independent responsibility and judgment of the parent or guardian. I agree that the Town of Morrisville and the Parks, Recreation, and Cultural Resources Department shall not be responsible and will be held harmless from any claims or liability in connection with such babysitting activities.

Dress Code – The Morrisville Parks, Recreation and Cultural Resources Department recommends appropriate attire while at our programs. Participants will participate in recreational and athletic activities almost every day so they should wear cool, comfortable clothing, and we suggest that jewelry be left at home. Parents will be asked to bring appropriate clothing or will be required to come pick-up their child if unacceptable attire is worn. The following would be considered unacceptable attire:

- Sandals or flip-flops
- Shirts with spaghetti straps
- Clothing that displays drugs, alcohol, tobacco, or offensive language
- Excessively loose pants or shirts
- Revealing Clothing

Initials: _____

Electronic Devices – No electronic devices are allowed (cellphones, MP3 players, gaming devices, tablets, etc.) Staff reserves the right to confiscate such devices from participants and will be returned to the parent/guardian at the end of the day. The Town of Morrisville is not responsible for lost or stolen electronic devices.

Food – Any food brought into camp that is to be served to camp participants must be store bought with labeled ingredient information. Due to allergy concerns, homemade food items will not be accepted. Campers will not be able to warm lunches up at camp.

Injury/Illness – Any participant shall remain home from camp if they have had any of the following in the past 24 (twenty-four) hours:

- Contagious condition (fever, diarrhea, undiagnosed rash, chicken pox, pink eye, head lice, etc.).
- Physical injury that permits the participant from safely participating in camp.

If a participant demonstrates any of the above symptoms at camp, the parent/guardian will have one hour to up the participant from camp. If the participant becomes sick during camp, they will be separated from the camp until they are picked up. A participant must be 24 hours symptom free before returning to camp or written document has been received that the participant is no longer contagious.

Late Pick-Up Policy – I understand that every effort should be made to make sure that all participants are picked up by the end of the program. Participants that are picked up after the close of the program may be assessed a late pick-up fee. **The late fee is \$1.00 per minute.** Repeated late pick-ups may result in the removal of your child from the program.

Lost Items – I understand that the Town of Morrisville Parks, Recreation, and Cultural Resources Department is not responsible for any personal items lost or stolen at our programs.

Personal Care – The Town of Morrisville Parks, Recreation, and Cultural Resources Department does not provide personal care for participants. Town of Morrisville Parks, Recreation, and Cultural Resources Department staff cannot assist in the toileting of participants or help with dressing. All participants are potty-trained and must be able to change their clothing, if soiled. If a toileting accident occurs, a change of clothes must be brought to the camp within one hour of the incident. If accidents become routine, participants may be dismissed from the program.

Schedule Changes – The Town of Morrisville Parks, Recreation, and Cultural Resources Department reserves the right to alter schedules, fees, field trips and instructors as necessary. Programs are subject to cancellation if minimum enrollment numbers are not met.

Sunscreen & Insect Repellent – Parents are encouraged to apply sunscreen and/or insect repellent on campers before arriving at the program. Campers are allowed to bring their own personal sunscreen and/or insect repellent to the program provided that it is labeled with their names and they are able to apply it to themselves. Staff cannot assist with the application of sunscreen and insect repellent and participants cannot share sunscreen or insect repellent with other participants.

Swimming – Pool staff will conduct a swimming test for all program participants. Non-swimmers and those that do not pass the swim test will stay in an identified safe water area. Staff reserves the right to place a camper in an identified safe pool area in the interest of safety. Parents/guardians may request their child go to the identified safe water area regardless of the swim test results.

The swim test will require all participants to swim the length of the pool without touching the bottom or sides or needing assistance. Town staff will keep track of those that have passed the swim test.

Initials: _____

Youth & Preschool Programs Behavior Expectations

It is important that staff maintain good order and discipline in all programs. Top objectives for all Morrisville Parks, Recreation and Cultural Resources Department programs are safety and a positive atmosphere for learning and developing social skills. The Morrisville Parks, Recreation and Cultural Resources Department will make every effort to set clear definitions of acceptable and unacceptable behavior.

The Morrisville Parks, Recreation and Cultural Resources Department does not condone and will not permit:

- Corporal punishment
- Ridiculing, threatening, using an inappropriate loud voice
- Leaving children unsupervised
- Use of profanity

A child's behavior is expected to be consistent with the following:

- Using appropriate language at all times
- Cooperate with staff and follow directions
- Respect other children and staff, equipment, facilities, and self
- Stay in program areas (running away is not acceptable)

DISCIPLINE POLICY

1. If a child is unable to comply with the behavior expectations, the Program Director will meet with the child. The parent/guardian of the child will be informed of the meeting and any outcomes.
2. If, after the above meeting, the child is still unable to comply with behavior expectations, the Program Director will schedule a conference with the parent/guardian of the child. A plan for addressing the behavior will be established by the child, parent/guardian and the Program Director.
3. If the child's behavior continues to be disruptive and/or unsafe, the child will be subject to suspension or dismissal.
4. Failure of the parent/guardian to attend conference(s) and cooperate will subject the child to suspension or dismissal.
5. In the event of a suspension or dismissal from a program, there will be no refund given for time lost.

Behaviors that may result in immediate dismissal include, but are not limited to, the following:

- Any action that could threaten or pose a direct threat to the physical or emotional safety of the child, other children or staff
- Fighting
- Possession of a weapon of any kind
- Vandalism or destruction of any Town of Morrisville property or property of others
- Sexual misconduct
- Possession of or use of alcohol or controlled substances unless under the prescription of a doctor
- Running away from the program or activity

SPECIAL CIRCUMSTANCES

Parents and guardians are required to inform the Morrisville Parks, Recreation and Cultural Resources Department in writing of any special circumstances which may affect the child's ability to participate fully and within the guidelines of acceptable behavior, including, but not limited to any serious behavioral problems or special circumstances regarding psychological, medical or physical conditions. Once the notice is submitted, a conference will be scheduled with the parent/guardian to discuss the special circumstances.

The Morrisville Parks, Recreation and Cultural Resources Department will attempt reasonable accommodations for program participants when the need for accommodations is requested at least two weeks in advance. This will allow us to adequately address safety issues and to have an appropriately planned program.

Initials: _____

Registration & Refund Policies

1. Registrations will be taken at Cedar Fork Community Center and online first come, first served. *Some programs do not allow for online registration.*
2. The registration form for each participant must be completed and signed at time of registration. If registration is completed online, a registration form must still be completed.
3. **Preschool Programs:** Registration for both residents and non-residents will be administered by a lottery system. Completed registration forms can be dropped off during operating hours of a set lottery period. Upon close of registration CFCC will draw forms for the waitlist. Resident forms will be drawn prior to Non-Resident forms. Participants that are randomly selected for the program will be contacted during the week following lottery application period and given 72 hours to pay fees at CFCC. Only fully completed registration forms will be considered for the lottery.
 - a. **Siblings:** Early Registration is available for siblings (Residents & Non- Residents) of participants currently enrolled in the Ready Set Go Preschool Program. Siblings must reside at the same address.
 - b. **Pre-Registration for Returning Participants:** Pre-Registration for RSG B is available for RSG A participants from the current year if they are currently enrolled. Pre-Registration will be available prior to lottery application period. If returning participants do not sign up prior to lottery application period, their guaranteed spot will be forfeited to new participants.
 - c. Preschool programs can be paid for in full at the time of registration. Fees for RSG A & B can be split into installments with the first installment being due at Registration.
4. **Summer Camps:** A \$50 **non-refundable deposit** for each session is due at time of registration for camps. The deposit is applied towards the registration fee for the session. The balance for all sessions is due on or before camp attendance. Any participants whose balances are not paid in full on or before their camp session will forfeit their deposit and their spot in the session. Summer Camp registration forms MUST be returned prior to camp attendance or your spot will automatically be forfeited.
5. **ALL CANCELLATIONS, TRANSFERS AND REFUND REQUESTS MUST BE SUBMITTED IN WRITING ON THE REFUND/CANCELLATION/TRANSFER REQUEST FORM** (available at the Front Desk and online). A full refund is given if MPRCRD cancels a program.
 - a. **Preschool Programs:** A full refund minus a \$5.00 administrative fee is considered if written notice of registration cancellation is given at least 14 days before the start of the program. After programs have started, or less than 14 days before programs begin, a pro-rated refund will be considered on a case by case basis and will be based on elapsed program time and the balance of paid time remaining (14 days' advance notice required).
 - b. **Summer Camp:** All cancellations and refund requests must be submitted in writing in accordance with the Department's Cancellation and Refund policy. The balance, minus the \$50 non-refundable weekly deposit and a \$5 administrative fee, may be refunded if request is granted.
 - c. Medical hardship cases will be handled at the discretion of the Director of the Department. If a medical hardship is granted there will be a refund minus a \$5.00 administrative fee prior to program starting.
 - d. The Parks, Recreation & Cultural Resources Director must grant final approval of all refunds.
6. Maximum enrollments are set by the staff and instructors to provide a safe environment for all participants and cannot be exceeded. If a program is full you may request to go on the waitlist. When a CFCC staff offers you a spot from the waitlist you will be given a registration deadline which will be a minimum of 2 business days from the first contact regarding the waiting list. If you are not available, a message will be left. Please be sure that the phone numbers on your registration form are current and accurate. Participants that do not register into offered spot by deadline will automatically be removed from the waitlist.
7. **Re-Enrollment Fee:** A \$25 Re-Enrollment fee may be charged at registration if a participant is re-enrolled in a program after either dropping out of the program or being removed due to non-payment. The \$25 Re-Enrollment Fee is per child, per program.

I understand and agree with the Youth & Preschool Program Policies and Registration Policies stated above

Parent or Guardian's Signature

Date