

Staff Use Only: <input type="checkbox"/> Completed Application <input type="checkbox"/> Shot Record <input type="checkbox"/> Signed Payment Contract <input type="checkbox"/> Enrollment List <input type="checkbox"/> Data Entry <input type="checkbox"/> All copies made <input type="checkbox"/> SYPF Entry

GROUP: 5/6 7/8 9/10 LEADERS BEFORE AFTER BOTH

2019 Summer Day Camp ~ June 10th - July 31st

NO CAMP THURSDAY, JULY 4th & FRIDAY, JULY 5th

Camper's Name:		D.O.B.	Age:
Address:		City:	Zip Code:
Home Phone	Gender: M/F	Race:	Hispanic/Latino: <input type="checkbox"/> Yes <input type="checkbox"/> No
Current School Name:		Grade for 2019-2020:	
Parent/Guardian Name:		Cell:	
Email:			
Employment:		Work Phone:	
Parent/Guardian Name:		Cell:	
Employment:		Work Phone:	
Camper lives with: <input type="checkbox"/> Mom <input type="checkbox"/> Dad <input type="checkbox"/> Both Parents <input type="checkbox"/> Grandparent <input type="checkbox"/> Other			
Camper's shirt size: Youth size: ____ or Adult size: ____			

Release Form

These people are allowed to pick up _____
(Name of child)

(Your child must be signed in/out daily)

Please remind people picking up your child that we WILL ask for ID.

Name	Relation	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is there anyone **NOT** allowed to pick up your child? ___ Yes ___ No Who? _____

Mary Rigg Neighborhood Center Medical Release Form

RELEASE OF LIABILITY TO DISPENSE MEDICATION

_____ I hereby request that the medication(s) listed below be administered to my child during their attendance at Mary Rigg Neighborhood Center (MRNC), and I agree to hold harmless MRNC and its employees and agents from and against any injury (including death) to my child which may occur from the administration of such medication.

All medications must be in original container with child's name clearly printed on it

	Medication #1	Medication #2
Name of Medication		
Prescribing Physician		
Physician Phone Number		
Prescription Number		
Dosage		
Time to Dispense		
Date to Begin Medication		
Date to End Medication		

To better support your child's learning, social, physical, and emotional development, please check all that apply.

My child has the following:

- Allergies/Special Diet _____
- IEP/504 Plan _____
- Diagnosed Learning Disability/Special Needs _____
- Medical Condition _____
- Other _____

EMERGENCY CONTACT INFORMATION

_____ If parent/guardian is not available in an emergency please notify: We will require ID.

1. _____ Relation: _____ Phone: _____
2. _____ Relation: _____ Phone: _____

In the event my child _____ is injured, I authorize the center's Director or an authorized representative to secure first aid for my child or take my child to the hospital with the understanding that any financial responsibility is the obligation of the parents and not of MRNC. I hereby waive any right of action against MRNC's staff or the agency for recovery of damages, in case my child is injured in a program or in route to or from a camp event.

RELEASE OF LIABILITY FOR EXCURSIONS

_____ I hereby give permission for my child to attend all fieldtrips offered as part of this program. I agree to hold harmless MRNC, their agents, employees, and volunteers from any and all liability arising from such activities, including any accident or injury to the camper and the cost of medical service.

Signature of Parent/Guardian: _____ Date: _____

Mary Rigg Neighborhood Center
10 Youth's Expectations "10 to Win"
(Please read carefully and review with your child)

1. **Be Respectful** – Your counselors and friends deserve your respect! Remember that yelling is rude, use kind words. When someone asks you to stop something- stop! Have a good attitude. Rolling your eyes and talking back are not respectful. Please clean up after yourself.
2. **Be Honest** – Tell the truth to counselors, friends, and classmates. Please do not lie; it is disrespectful and can be hurtful to your relationship with others. Play games by the rules and do not cheat or allow others to cheat.
3. **Be Responsible** – Come to the center with all things needed for school and/or camp. Please clean up after yourself. When you use a game, homework materials, toys, or books put them back where they belong when you are done using them.
4. **Be a Problem Solver** – Your counselors are there to help you! If you can't solve the problem without yelling or hurting someone, ask for help. Calm down before you speak.
5. **Include Everyone** – When you are playing or doing an activity and someone else ask to join, find a way to let them play too.
6. **Make Good Choices** – You know the difference between right and wrong. Have a good attitude and do the right thing even when it's hard!
7. **Safety First** – Before doing anything, ask yourself...is this safe? Running to get into line, jumping off play equipment, throwing a ball really hard at a friend and pushing others are not safe.
8. **Inside Manners** – Walk in the hallways, use an inside voice, keep your hands and feet to yourself, and stay in line (stay behind a friend).
9. **Try New Things** – We like to do things we've never done before...be brave and try new things. This includes foods and activities you don't think you'll like. You never know until you try it!
10. **Have Fun** – Above all...HAVE FUN!

PLEASE SEE OTHER SIDE



Bus Conduct

- ✓ First Row First... let the people in front of you leave the bus first. Remember that pushing hurts!
- ✓ Stay in your seat. Keep your bottom on the seat and legs and arms inside your seat. Face front.

Playground Safety

- ✓ Down the slide...not up.
- ✓ No pushing and shoving. Wait your turn.
- ✓ No ropes on the Playground. This is a choking hazard, safety first!

Colts Fitness Zone

- ✓ Follow all fitness zone rules that are posted.
- ✓ Enter and exit through door only. No climbing underneath the net.
- ✓ Do not sit on the ledge of the fitness zone.

Recovery Room

- ✓ Follow all Sensory Room rules that are posted
- ✓ Utilize the sensory room to reset your emotions and take a break
- ✓ When you are finished with the Recovery Room, you are responsible for cleaning up the area.

Enrichment Time

- ✓ We work before we play! All work must be done and checked by a counselor before you can play.
- ✓ When finished with work feel free to read a book quietly.
- ✓ Do your own work. If someone asks you a question don't give them the answer; help them to be a problem solver to find the answer on their own.
- ✓ If you have an enrichment activity or special program for the day, be respectful to your counselor and pay attention.

Classroom Center and Off-site Location's Conduct

- ✓ Respect others property
- ✓ Always use an inside voice while in the classrooms or hallways.
- ✓ Keep hands to yourself! Treat others how you want to be treated.
- ✓ You are responsible for your own belongings when you are at the center and off-site. All belongings go into your cubby and stay there unless instructed otherwise by a counselor.
- ✓ You and your friends are responsible for maintaining your classroom's cleanliness. If you use or take out any materials, please clean them up and put them away before leaving or moving onto another activity.
- ✓ When you are finished with lunch or dinner, you are responsible for cleaning up your area. This means pouring your cup of milk into the bucket and throwing away your trash in the trash can.

Camper's Signature

Parent's Signature

Mary Rigg Neighborhood Center

Guidance Discipline Policy

It is very important that a child's educational, social, physical and emotional development is nurtured through caring, patience and understanding. This means Mary Rigg Neighborhood Center (MRNC) strive to foster an environment that encourages children's sense of self. To do this MRNC use age appropriate positive behavior supports to redirect misbehaviors while caring for your child. This helps children learn self-regulation, conflict resolution, and relationship building.

MRNC's youth staff is knowledgeable on alternative means of behavioral management and seeks to implement positive, healthy interventions to help manage challenging behaviors. MRNC's youth staff also work with professional behavioral consultants to create individualized behavior plans to ensure all children, including those with learning disabilities and special needs, are receiving evidence-based interventions that aim to prevent a reoccurrence of negative behavior. In the event the child fails to adhere their behavior plan, MRNC reserves the right to suspend or expel the child from the program.

Discipline will be:

- Age appropriate and scaled to the misbehavior.
- Individualized and consistent for each child
- Geared towards social and emotional development by helping children understand their own (and others') feelings, regulate and express their emotions appropriately, build relationships and support positive interactions with others in group settings.

In response to misbehavior, MRNC youth staff will:

1. Establish clear rules
2. Remind your child about the rules and behavior guidelines when redirecting their behavior
3. Respect your child and speak calmly while redirecting their behavior. Use positive language when redirecting their behavior and to explain appropriate behavior
4. After three redirections for the same behavior, staff will warn your child by giving them a clear choice and ask them to complete an age appropriate refocus form. Additionally, youth staff will facilitate a restorative conversation between the child and those aggrieved by the behavior.
5. If the behavior continues, the youth staff will complete a written warning, the youth manager will have a conversation with the child and will call the parent.
6. During the parent conversation, the youth manager will foster family collaboration regarding a child's behavior, including solutions that have worked at home or in other settings.
7. If the behavior continues the child will receive a formal behavior report. This report contains the following items describes the behavior problem, what provoked the problem, and corrective action taken. The goal of this report is to clearly define the challenging behavior to the child and family, re-establish clear rules and expectations, and ensure the child understands how they can express themselves in an appropriate way. This document will be discussed with the parent and the youth program manager.
8. If the behavior continues following the behavior report, the youth manager will work with a professional behavioral consultant to create a behavior plan and will schedule a parent meeting for the youth program manager, director of operations, and parent to discuss the behavior. During this meeting, MRNC's youth staff will work with the parents/guardians to outline clear expectations for the child and the appropriate responses for the youth staff. Additionally, they will discuss agencies for services that help identify supports to address challenging behaviors. MRNC expects that parents/guardians will review and follow the recommendations of the behavior plan for their child in its entirety, and to the best of their ability. In response, the parent/guardian can expect the MRNC youth staff to maintain

adequate communication with parents/guardians so that they are fully aware of the child's progress and feel supported in managing their child's challenging behaviors.

9. In the event the child fails to adhere to their behavior plan, MRNC reserves the right to suspend or expel the child from the program (please see the Suspension and Expulsion Policy).

MRNC understands that children with special needs may require specialized services to change disruptive and/or unsafe behaviors. MRNC's youth staff are familiar with different behavioral considerations, including disabilities and special needs, that may impact a child's ability to adhere to the center's discipline policy. MRNC's youth staff will address challenging behaviors for children with learning disabilities and special needs in a manner that is inclusive, individualized, and directed toward teaching the child acceptable behavior and self-control.

The following behaviors automatically escalate to a verbal warning and refocus form from the child:

- Inappropriate language

The following behaviors automatically escalate to a written warning, refocus form from the child, and a parent contact from the youth program manager:

- Pushing, shoving, tripping others
- Throwing or hitting items (walls, furniture, etc.)
- Running away, hiding, or leaving the buildings

The following behaviors automatically escalate to a formal behavior report, a refocus form from the child, restorative conversation between the child and the individual aggrieved, and a parent contact from the youth program manager:

- Kicking or hitting people

In response to any misbehavior, we will not use:

- Threats or bribes
- Physical punishment
- Deprive your child of food or other basic needs
- Humiliation or isolation

Additional techniques that can be used with my child:

Child's Name _____ Age _____ DOB _____

By signing below, I acknowledge that I have read and understand the MRNC's Guidance Discipline Policy, and I have received a copy of this policy.

Parent/Guardian Signature _____ Date _____

Mary Rigg Neighborhood Center Suspension and Expulsion Policy

The Suspension and Expulsion Policy promote positive and emotional growth, and include age appropriate positive behavior supports. In addition to the Guidance Discipline Policy applicable to all children on Page 4 and 5, MRNC will do everything possible to work with the family of the child(ren) to prevent the child from being suspended or expelled. The following reasons MRNC may have to suspend or expel the child from the center:

- An immediate suspension may occur if a child is found to be stealing property or others' possessions.
- Additionally, a child can be suspended if all steps of guidance discipline policy have been followed, the behavior plan has been exhausted, and the behavior continues. The intent of the suspension will be to connect the child to the wraparound services they need to help modify the behavior. MRNC staff will seek outside professional behavioral consultants' guidance on the best practices to modify the child's behavior.
- An immediate expulsion may occur if a child is endangering the health and safety of children, staff members, or volunteers; or if a child is possessing and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms, weapons, or explosives.
- Additionally, as an absolute last resort, a child can be expelled if all steps of guidance discipline policy have been followed, the behavior plan has been exhausted, the child has been suspended, and the same behavior continues. If the behavior reaches this point, it is clear the MRNC youth staff is not equipped to foster a positive environment that encourages a child's sense of self. The MRNC youth staff will work to connect the child and family to resources and other programs that may be better equipped to meet that child's needs.

MRNC youth staff will monitor the number and reasons for suspensions and expulsions that are occurring and will create systems and processes that limit or prohibit such disciplinary actions in the future.

By signing below, I acknowledge that I have read and understand the MRNC's Suspension and Expulsion Policy, and I have received a copy of this policy.

Parent/Guardian Signature _____

Date _____