Office Use Only (CASH OR MONEY ORDER ONLY)
☐ Yes, proceed.
☐ Income Verified
Amount Paid _____
Income bracket_____

CITY OF SANTA FE
Community Services Department
2015 Summer Youth Program

Place a 1 by your first choice and a 2 by your second choice.		
Carlos Gilbert	6-12	
EJ Martinez	6-12	
El Camino Real	6-12	
Kearny	6-12	
Ortiz Middle School	6-12	
Monica Roybal	6-12	

Please print. **One registration form per child!**

OFFICE USE *(This portion to be completed by Registration Staff.)*

SITE ASSIGNMENT:	WAITING LIST:	PROCESSED BY:

CHILD'S INFORMATION

Registration #

NAME OF CHILD					
ADDRESS				ZIP	
DATE OF BIRTH		AGE		SEX	☐ Male ☐ Female

PARENT'S INFORMATION

PARENT		HOME PHONE #	
ADDRESS		WORK PHONE #	
EMPLOYER		CELL PHONE #	
PARENT		HOME PHONE #	
ADDRESS		WORK PHONE #	
EMPLOYER		CELL PHONE #	

EMERGENCY INFORMATION

Name two (2) relatives or friends in Santa Fe to act on your behalf (or to pick up your child) in case parents cannot be reached.

NAME		RELATIONSHIP	
ADDRESS		PHONE NUMBER	
NAME		RELATIONSHIP	
ADDRESS		PHONE NUMBER	

The name and phone number of the doctor who treats your child.

NAME		PHONE NUMBER	
HOSPITAL		PHONE NUMBER	

Does your child currently take medication? ☐ *Yes* ☐ *No* *If yes, what?*

Describe any reaction to medication

Describe use

Does your child have any allergies? ☐ *Yes* ☐ *No* *If yes, describe:*

Does your child have any medical, physical or mental condition? Describe the condition.

Date of Last Tetanus Shot:

PERMISSION FOR EMERGENCY CARE

I hereby authorize the Community Services Department/Summer Program staff to take my child to the physician or hospital named above for medical treatment in the event of an emergency, if neither my spouse nor I can be reached. I also authorize any licensed physician or medical treatment center to treat my child in case of an emergency in which the above named physician cannot be reached.

SIGNATURE		**DATE**	

OVER

Is your child allowed to participate in swimming activities?	☐ *Yes* ☐ *No*	Your Child's swimming ability is:	___Non-Swimmer ___Beginner ___Experienced
Is your child allowed to participate in ice skating activities?	☐ *Yes* ☐ *No*	Your Child's ice skating ability is:	___Non-Skater ___Beginner ___Experienced

The following people are authorized to pick up my child from the Summer Youth Program site

Name		Relationship	
Home Phone		Work Phone and Cell Phone	
Name		Relationship	
Home Phone		Work Phone and Cell Phone	
Name		Relationship	
Home Phone		Work Phone and Cell Phone	
Name		Relationship	
Home Phone		Work Phone and Cell Phone	

Please list any person unauthorized to pick up your child (appropriate custody papers shall be attached if a parent is not allowed to pick up the child)

Name		Relationship	
Name		Relationship	
Name		Relationship	

Any person whom I instruct to pick up my child will be aware of the code word below, which my child and I agree upon. I acknowledge that any person who picks up my child will be asked to identify the code word and present identification. (The code word can be anything ranging from a dog's name to a favorite food.) If a person other than those listed on the pick up authorization try to pick up your child, we will NOT RELEASE your child to that person unless we have written permission from you first (even if they know the code word).

Code Word	

Please add anything else you feel is important for us to know about your child to make his/her summer experience the best it can be:

1. What was your total gross household income for 2014? (MANDATORY)	$
2. Total number of members residing in your household.	
3. Parent Status: Married ☐ Single ☐ Unmarried couple ☐	

4. Place an "x" next to the box which applies:

☐ I live within the city of Santa Fe boundaries.

☐ I live in Santa Fe county, outside the city limits.

☐ I live in the community of:_____.

5. Please provide the age(s) of the child(ren) and the school(s) that he/she/they attend during the regular school year.

Age	School

THANK YOU.

RELEASE OF LIABILITY

I, or we, as the legal parent(s) or guardian(s), of the registered child do hereby agree to release, hold harmless and forever give up any claim against the City of Santa Fe that may arise in the future for damage on account of bodily injury or property damage in any manner out of participation in the Summer Youth Program. Below are the rules, regulations and policies pertaining to the City's Summer Youth Program. By signing the Parental Agreement, you have acknowledged that you fully understand the conditions of the program and the potential actions that the program administrators can take should there be any violations of the rules and policies either on your behalf or on the behalf of the child.

PARENTAL AGREEMENT

1. Operating hours are **7:30 a.m. to 5:30 p.m.** Monday through Friday. For liability reasons, parents can not drop off children prior to 7:30 a.m. Equally important, parents **MUST** pick up children **no later than** 5:30 p.m. The City of Santa Fe may drop your child from the program should this condition be violated. A warning will be issued immediately upon the first violation. A 3-day suspension will be issued should a second violation occur. Termination of the child participant will occur in the event of a third violation.
2. If anyone other than the parents will be picking up your child, you must be provide the City with a written authorization and the name of the individual(s).
3. Children will not be allowed to leave the site on their own. For children who do leave the site, staff has been directed to immediately advise the parents. Children will be subject to suspension or expulsion from the program should they leave the program without formal authorization from parents or legal guardians.
4. Parents will be required to sign a permission slip when their child is going on field trips or to watch movies or videos.
5. The City of Santa Fe will not be responsible for the theft or damage to personal equipment such as cell phones or toys brought to the program site by children.
6. Staff will be maintaining an incident log on those children who fail to comply with the program rules and regulations, especially in cases where the safety and well being of other children is at risk. Parents will be notified whose children do not adhere to the rules and regulations and can or will be suspended or expelled from the program, depending on the severity of the incident.
7. Children will be responsible for the care and use of the program equipment. Children who abuse or damage the equipment or school property will be subject to suspension or expulsion from the program and any damages will be assessed to the parents.
8. Parents must notify the site supervisor if their child will not be attending in order to be excused. Children with three (3) **unexcused** absences will be dropped from the program and that slot will be immediately filled with a child from the waiting list.
9. If your child becomes ill at home (e.g., with a cold or flu), that can infect other children. **Do not** bring the child to the program site. Parents will be notified to take their child home should the child arrive ill or become ill during the program.
10. Program staff are prohibited from administering any medications to children. This is solely the responsibility of parents.
11. Parents should communicate and introduce themselves to the staff of their children's program site.
12. Telephones will be available at each site. Be sure to ask the site supervisor for the direct number. Parents are to call the site only in cases of emergency or to notify the supervisor of an absence.
13. On special event days, i.e., field trips, children must arrive several minutes prior to departure in order to participate. Information will be successfully provided to parents in advance by the site supervisors.
14. Photographs, video and/or general information may be published in, or used by, any of the media or mass communication (including newspaper, magazines, television, pamphlets, etc.).
15. All parents must provide their signature acknowledging the Rules and Regulations of the Summer Program prior to or at the time of registration.
16. Children must be potty trained and able to care for all restroom needs. If unable to do so, we will not register your child due to staff ratios and special attention needs. If this is determined during the 8 week program, the youth participant will be dismissed from the program due to safety and health issues.
17. Parents who disrespect program staff or rules and regulations will have their child dis-enrolled from the Summer Youth Program.

SIGNATURE		**DATE**	

CHILD PARTICIPANT RULES AND REGULATIONS

1. Fighting, bullying, abusive or foul language or racial teasing is not allowed and will not be tolerated and can lead to expulsion from the program.
2. Disrespectful acts towards staff will not be tolerated. Such acts will be subject to suspension and/or expulsion depending on the severity.
3. Children will not be allowed to leave the site unless the parent has provided special permission.
4. Safety rules will be enforced to prevent accidents or injuries. Engaging in any activity that could endanger your health and safety others will not be permitted.
5. Drugs and alcohol will not be allowed on or around site. Anyone under the influence of alcohol or drugs will not be permitted to remain on the premises and police will be called.
6. The City of Santa Fe Summer Youth Program will not be responsible for lost, stolen or damaged articles such as I pods, cell phones, etc.
7. No eating or drinking will be allowed in the transportation vans or buses. Food fights will not be tolerated.
8. No types of weapons will be allowed at program sites. Violation of this rule will result in expulsion.
9. The telephone is for business purposes only. Site supervisors will not allow children to use the phone unless an urgent matter arises.

THE ABOVE RULES AND REGULATIONS WILL BE ENFORCED. DEPENDING ON THE SEVERITY OF THE OFFENSE, THE CHILD MAY BE SUBJECT TO SUSPENSION AND WILL NOT BE ALLOWED TO RETURN OR PARTIICPATE IN THE SUMMER YOUTH PROGRAM.

PARENT COPY

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