Summer 2013

Dear Parents,

Welcome! We are extremely excited your child will be joining us for a memorable summer filled with activities and enjoyable excursions. We take great pride in providing structured recreation summer programs in the City of Orange.

Attached is the parent packet to be completed and turned in by the first day of camp. Please be sure to visit the "**parent board"** on the first day and there upon your arrival each day. Important information will be available on a daily basis. You may also view weekly schedules, excursion information, and registration information online at cityoforange.org. Staff is available to answer any questions and/or concerns you may have, with a smile.

Participants will need the following items on a daily basis:

- Lunch
- Additional snacks for scheduled "snack time"(at least two snacks per day)
- Additional drinks
- Sunscreen (highly recommended for outside activities)
- Comfortable close toed shoes (due to a high volume of scheduled outdoor activities, sandals should not be worn to camp unless specified)

Important Notes:

- Summer Day Camp shirts are available to participants at your designated program site. One per participant, per summer.
- Parent packet includes the following: City liability form (3 copies required), drop-off /pick-up form (please list as many individuals as possible on this form), and parent/participant discipline agreement form. The parent packet must be COMPLETED and submitted by the first day of attendance (one per participant). **The participant will not be eligible to attend if the parent packet is not complete.**
- Excursion and weekly program registration is taken on a first come, first received basis. Excursions must be processed by 5:30 p.m., on the Monday prior to the excursion.

Please do not hesitate to call the youth programs office with any questions (714) 744-7293 or email mhanley@cityoforange.org. We look forward to providing you with a fun, safe and memorable summer!

Sincerely,

Megan Hanley

Megan Hanley
Recreation Services Coordinator

City of Orange

Community Services Department
Liability Release Form and Consent to Treat Minor

(Please Print)
Child's Name: _____ Date of Birth:_____
First Last
Name of Parent or Guardian: _____
First Last
Address:_____
Zip Code
Home Phone: (_____)_____ Business Phone (_____)_____
Cell Phone: (_____)_____ Alt.Phone: (_____)_____

In case of emergency and if unable to contact a parent or guardian, Please Notify:
Name: _____ Name:_____
Address:_____ Address:_____
Phone: (_____)_____ Phone: (_____)_____

LIABILITY RELEASE

I herby declare that I am the parent or legal guardian of the above named child and that said minor has my expressed permission to participate in the mentioned activities included but not limited to being transported by bus or car, running, jumping, falling, swimming, and other involvements associated with physical and non-physical activities. Accordingly, for myself and on behalf of said minor, I do herby forever release and discharge the City of Orange, its employees, officers, agents, sponsors, producers, representatives, successors, and assigns of all liabilities, claims, actions, damages, costs, or expenses which said minor or I may have against any or all of them arising out of or in any way connected with participation in the above mentioned activity.
(NOTE: I understand that this release includes any claims based on negligence, action or inaction of any of the above named parties.)

I further understand that serious accidents may occur during said activity and that participants in such activity occasionally sustain mortal or serious personal injuries, and/or property damage, as a consequence there of. Knowing the risks of said activity, nevertheless, on behalf of said minor child, I hereby agree to voluntarily assume those risks and to release and hold harmless all of the persons or entities mentioned above who, through negligence or carelessness, might otherwise be liable to me, said minor, or the heirs of assigns of myself and said minor for damages.

It is further understood agreed that this waiver, release and assumption of the risk is to be binding on the heirs and assigns of myself and said minor.

I have read and voluntarily signed this liability release and assumption of the risk and I agree to accept and abide by the terms of this agreement.

_____ _____
Signature of Parent or Guardian Date

CONSENT TO TREAT MINOR

In the event of sudden illness, accident or injury which may occur while said minor is engaged in an activity supervised by the City of Orange Community Services Department, its employees, representatives, agents or assignees, when neither the parents, guardian, or designated family physician can be contacted, I herby authorize emergency treatment pursuant to California Civil Code #25.8 as shall be necessary under the circumstances to be rendered by physician or dentist licensed under the laws of the State of California

_____ _____
Signature of Parent or Guardian Date

Family Physician: _____ Phone: (_____)_____

Insurance Co.: _____ Type of Coverage:_____

Pertinent medical history information (epilepsy, diabetes, allergies, etc.):_____

REVISED 4/14/11

City of Orange

Community Services Department
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First Last
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Community Services Department

PARENT/PARTICIPANT DISCIPLINE AGREEMENT

In order to maintain a quality program a standard discipline policy has been established.

A structured program offering a variety of activities keeps children active in a positive atmosphere and suppresses a need for discipline. There are three basic rules discussed and posted at all program sites which participants are expected to follow while participating in the City's programs:

- **Be Safe.** Participants need to behave properly and should not put themselves or others in danger at any time. Participants are reminded to keep their hands, feet, and objects to themselves at all times.
- **Be Kind**. Participants must demonstrate good manners and respect others. Profanity, racial, negative or offensive language will not be tolerated.
- **Be Positive.** Participants need to follow all activity rules and use good sportsmanship. All activities and games are to be played for fun and not competitively.

If a discipline problem arises with a participant, especially if other participants are being adversely affected, the following action(s) will be taken to remedy the situation.
The City of Orange recreation staff may, however, supersede any of the following steps if warranted.

1. Verbal warning: the recreation staff will discuss the problem with the participant.
2. Minutes: the recreation staff will discipline the participant by sitting them out during an activity for a length of time.
3. Participant Log Entry: if the same problem arises with the participant again the recreation staff will record the date, time, infraction, and discipline action taken. Parents will be notified of each Log Entry their child receives and required to initial.
4. Participant Discipline Letter: After the participant has received 5 Log Entries, parents will be notified and required to sign the letter and retain a copy.
5. The next step is a suspension letter, which suspends the participant for a period of time determined by the recreation staff. Parent(s) are required to sign the Participant Discipline Letter.
6. The final step is expulsion, which eliminates the participant from the program.

Please Note: Major offenses such as theft, fighting or a malicious act (verbally and/or physically) may lead directly to suspension or expulsion.

I, _____ parent/guardian of _____ understand and agree to adhere to the discipline procedures utilized by the City of Orange, Community Services Department.

_____ _____
Parent/Guardian Signature Date

_____ _____
Participant Signature Date

Community Services Department

PARENT AGREEMENT

DROP-OFF/PICK-UP AGREEMENT

In order to protect your child/children, the following guidelines will be strictly enforced:

1. Parents or another designated adult must pick up the child(ren) within the times the recreation site is open.
2. Parent or designated adult picking up their child(ren) after the recreation site is closed will be given a written notification on the second and third offense.
3. Child(ren) not picked-up within the program hours, after two notifications with the summer or afterschool season, will be suspended from all City of Orange Community Services youth programs.
4. Any child not picked-up within the program hours, after the suspension, will discontinue participation in the program.
5. Absolutely no exceptions will be made for early drop off of children prior to opening hours. The City of Orange is not responsible for any child dropped off before program hours.
6. ALL ABUSE OF PROGRAM HOURS WILL BE HANDLED ON A CASE-BY-CASE BASIS, POSSIBLY RESULTING IN EXPULSION. PARENTS ABUSING PROGRAM HOURS WILL BE ASKED TO DISCONTINUE THEIR CHILD(REN) PARTICIPATION IN THE PROGRAM.

I understand the above policy and I am willing to accept all conditions.

_____ _____ _____

Parent/Guardian Name (print) Signature Date

Name(s) of child(ren):_____

Please select one of the following:

1. _____ My child(ren) have my permission to walk, bike, or transport themselves to and from the program site and sign themselves in and out of the program.
   a. _____ My child(ren) have my permission to sign-out from the recreation program at any time they wish to leave.
   b. _____ My child(ren) must remain at the recreation site for the duration of the program.

2. _____ My child(ren) must remain at the recreation site until picked up by a parent or legal guardian or one of the following adults. **We encourage you to list <u>all</u> possible friends, relatives and/or adults authorized to pick–up your child(ren). <u>The Program will not release your child by a verbal request</u>. All listed adults will be required to show their ID upon picking-up your child(ren). If you need to add more than six adults please attach an additional sheet.**

1. _____
   Name (first/last) Relationship Daytime Phone# Alternate Phone#
2. _____
   Name (first/last) Relationship Daytime Phone# Alternate Phone#
3. _____
   Name (first/last) Relationship Daytime Phone# Alternate Phone#
4. _____
   Name (first/last) Relationship Daytime Phone# Alternate Phone#
5. _____
   Name (first/last) Relationship Daytime Phone# Alternate Phone#
6. _____
   Name (first/last) Relationship Daytime Phone# Alternate Phone#