

# Montpelier Recreation Department

## Vermont State Licensed

### After School Program

Student Name:

**Montpelier Capital Kids Afterschool Childcare Program Forms Checklist:**

- \_\_\_\_\_ Completed & Signed Forms (One for each child)
- \_\_\_\_\_ Immunization Records (A copy received in 2021)  
 (We will use the Immunization records from Feb/April 2021 camp)
- \_\_\_\_\_ First week's payment and any other past due on the payment schedule on the right side of this form or subsidy certificate with co-payment if you have one.
- \_\_\_\_\_ Medication Permission form (If Applicable)

**Any Forms received without all of the above will be returned. A place will not be secured in camp until we have received everything.**

**For Subsidy Information please contact:**

The Family Center of Washington County  
 383 Sherwood Drive – Montpelier, VT  
 Phone 262-3292

**Payments are due the before the start of each week unless a payment plan is in place.**

**Circle Sessions you would like to enroll in.**

**Spring Session  
 March 29 – June 11**

**SESSION 3 -**

Session #	Date – Full Week	Daily-Circle Days
#4501_A	Mar. 29-Apr. 2	M T W TH F
#4501_B	Apr. 5-9	M T W TH F
#4501_C	Apr. 12-16	M T W TH F
#4502_A,B,C,D,E,F	Apr. 19-23 Vac. C.	M T W TH F
#4501_D	Apr. 26-30	M T W TH F
#4501_E	May 3-7	M T W TH F
#4501_F	May 10-14	M T W TH F
#4501_G	May 17-21	M T W TH F
#4501_H	May 24-28	M T W TH F
#4501_I	June 1-4	M T W TH F
#4501_J	June 7-11	M T W TH F
Summer Day Camp	Begins June 14th.	Register Early to get a spot.

**Montpelier Resident's Fee:**

\$80.00 per week/1<sup>st</sup> student  
 \$75.00 per week/2<sup>nd</sup> student

**Non-Montpelier Resident's Fee:**

\$100.00 per week/1st student  
 \$ 95.00 per week/2nd student

**New Daily Fees:**

**Montpelier Residents**

Daily Rates for Regular Afterschool Program:

\$20.00 per day First Child.  
 \$18.00 per day Second Child

**New Daily Fees:**

**Non-Montpelier Residents**

Daily Rates for Regular Afterschool Program:

\$25.00 per day First Child.  
 \$24.00 per day Second Child

The fees above are for regular afterschool days. See rate schedule for weeks with full days on the last page of this form.

**Please Print:**

First Name

Last Name

M.I.

Age

Date of Birth

Grade

**Mailing Address:**

Street Address

Street Address Line 2

City

State

Zip Code

**Parent's/Guardian's Information:**

Name

Email Address

Home Phone Number

Work Number

Cell Number

**Parent's/Guardian's Information:**

Name

Email Address

Home Phone Number

Work Number

Cell Number

**Emergency Contact 1: Other than the parent's/guardians above**

Name

Address

Work Number

Cell Number

**Emergency Contact 2: Other than the parent's/guardians above**

Name

Address

Work Number

Cell Number

**Medical Information:**

Doctor

Doctor's Phone Number

Dentist

Dentist Phone Number

Insurance/Health Coverage

Does your child have allergies?

Yes    No

If Yes, What?

Any other medical information that may be helpful to us and/or emergency personnel.

**AUTHORIZED PICK UP**

List all individuals who are authorized to pick up your child:

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## **Student Code of Conduct:**

In order to maintain a safe and peaceful camp environment we require parents and campers to read and comprehend the importance of abiding by the following code of conduct.

I will follow the schedule. I will bring only the listed items to the after school program (no weapons, electronic items etc) I will respect counselors, directors, and other campers by not using foul language, name calling, or fighting. I will follow all safety rules set forth by the After School staff.

Camper Signature

Date

I agree to help my child abide by this code of conduct

Parent/Guardian Signature

Date

## **Montpelier Recreation Afterschool Program Disciplinary Policy:**

The After School Program is meant to be a fun, educational, and recreational activity. For the benefit of all campers, it is important that children behave appropriately within the program. If it becomes necessary to take disciplinary action against a student, the steps that will be followed are outlined below:

**1st Incident:** The student will receive a verbal warning and an explanation as to why the behavior is inappropriate (whenever possible, this will be done in a one-on-one setting removed from other students).

**2nd Incident:** Staff will determine an appropriate consequence for the student's actions (examples may include exclusion from participation in an activity). The student's parents will be notified of their child's behavior when they arrive for pick up.

**3rd Incident:** Child will be removed from the program without a tuition refund

### **Immunization Records:**

We need a copy of your child's immunization records on file or a signed statement that your child is not immunized because of the child or family's moral or religious rights prior to admission into our program.

**Authorization of Treatment:** I hereby give my permission to the medical personnel selected by the After School Director to order treatment and necessary transportation of my child. In the event that I cannot be reached in an emergency, I hereby give my permission to the physician to secure and administer treatment for my child.

Initials

**Photo Release:** The Montpelier Recreation Department is committed to the safety and privacy of you and your children. Some of our programs and/or special events may be photographed or videotaped. Please indicate your preference for display in our brochures or local newspapers.

- Yes, permission granted
- No, don't display pictures

**Liability Waiver:**

I assume all risks and hazards incidental to such participant, including transportation to and from the After School Program, and I hereby waive, release, absolve, indemnify, and agree to hold harmless the City of Montpelier, the Montpelier Recreation Department and the Montpelier Public School System, their officials, employees, and volunteers, the organizers, sponsors, supervisors, and participants for any claim arising out of an injury to my child or myself.

Parent/Guardian Signature

Date

**Medication Permission Form**

I \_\_\_\_\_, give my permission to the After School Program Staff to provide my Child \_\_\_\_\_, with the following medication in process stated below.

Medication 1

Type of Medication: \_\_\_\_\_

Amount: \_\_\_\_\_

Date(s)/Time(s): \_\_\_\_\_

Medication 2

Type of Medication: \_\_\_\_\_

Amount: \_\_\_\_\_

Date(s)/Time(s): \_\_\_\_\_

Medication 3

Type of Medication: \_\_\_\_\_

Amount: \_\_\_\_\_

Date(s)/Time(s): \_\_\_\_\_

Signature \_\_\_\_\_

**Montpelier Recreation Department's Cancellation and Refund Request**

Program Name: \_\_\_\_\_ Program Date: \_\_\_\_\_

**Participant Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date Requested: \_\_\_\_\_

**Reason for Cancellation/Refund:**

\_\_\_\_\_  
\_\_\_\_\_

**Person Requesting Refund:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street or P.O. Box Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Please Check One: Credit on Household Account: \_\_\_\_\_ Check by mail \_\_\_\_\_ Credit Card \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Signature (Person Requesting Refund)**

**Date**

**Office Use Only**

Program Cost: \_\_\_\_\_ Surcharge Amount: \_\_\_\_\_ Amount Refunded: \_\_\_\_\_

Date Processed: \_\_\_\_\_ Family Called? Y \_\_\_ N \_\_\_

Approved by:

Programmer's Name: \_\_\_\_\_ Signature \_\_\_\_\_

Submitted to: Accounts Payable \_\_\_ Yes \_\_\_ No

Charge Account # List amount to be refunded

\$ \_\_\_\_\_ (Account Number) \_\_\_\_\_

\$ \_\_\_\_\_ (Account Number) \_\_\_\_\_

\$ \_\_\_\_\_ (Account Number) \_\_\_\_\_

## **Fee Schedule Below:**

### **Regular Afterschool Sessions:**

(Sessions with less than 5 days will be prorated at the office when you sign up)

### **MONTPELIER RESIDENT FEES:**

\$80.00 per week (1:00 pm – 5:30 pm)

### **ADDITIONAL FAMILY MEMBERS:**

\$75.00 per week (1:00pm - 5:30 pm)

## **New Daily Fees:**

### **Montpelier Residents –**

Daily Rates for Regular Afterschool Program:

\$20.00 per day First Child.

\$18.00 per day Second Child

## **Activity rates for April Vacation Camp:**

### **MONTPELIER RESIDENT FEES:**

\$130.00 per week (7:45 am – 4:45 pm)

### **ADDITIONAL FAMILY MEMBERS:**

\$120.00 per week (7:45 am - 4:45 pm)

**Montpelier Residents** – For full days during vacation weeks

Vacation Weeks daily rate (full day only):

\$33.00 per day First Child.

\$31.00 per day Second Child

**You are responsible for payment if you do not attend program. You must cancel at least two weeks prior to the start to be refunded minus a \$20 Administrative fee. If you are a no show for the program with no cancellation for that week you are still responsible for that week's payment and your child will be removed from future weeks. Attached to the back of this registration packet you will find cancellation forms. (Please remove and keep for your convenience for cancellations)**



## **Non-Resident Fees:**

### **Regular Afterschool Sessions:**

(Sessions with less than 5 days will be prorated at the office when you sign up)

### **NON-RESIDENT FEES:**

\$100.00 per week (1:00pm - 5:30 p.m.)

### **ADDITIONAL FAMILY MEMBERS:**

\$ 95.00 per week (1:00pm - 5:30 pm)

## **New Daily Fees:**

### **Non-Montpelier Residents** –

Daily Rates for Regular Afterschool Program:

\$25.00 per day First Child.

\$24.00 per day Second Child

## **Activity rates for April Vacation Camp:**

### **NON-RESIDENT FEES:**

\$175.00 per week (7:45 am - 4:45 pm)

### **ADDITIONAL FAMILY MEMBERS:**

\$160.00 per week (7:45 am - 4:45 pm)

**Non-Montpelier Residents** – For full days during vacation weeks

Vacation Weeks daily rate (full day only):

\$45.00 per day First Child.

\$42.00 per day Second Child

**You are responsible for payment if you do not attend program. You must cancel at least two weeks prior to the start to be refunded minus a \$20 Administrative fee. If you are a no show for the program with no cancellation for that week you are still responsible for that week's payment and your child will be removed from future weeks. Attached to the back of this registration packet you will find cancellation forms. (Please remove and keep for your convenience for cancellations)**