



May 2, 2016

Dear Summer P.A.R.K. Parents:

Thank you for enrolling your child(ren) in the 2016 Summer P.A.R.K. program! We have been busy planning a safe, fun and enriching program for your child(ren). For your convenience, we have provided the **Summer P.A.R.K. Parent Handbook, Parent Agreement Form, Summer Emergency Medical Form, Tuition Payment Slips, Field Trip Schedule, Field Trip Permission Slips** and the **Walking Field Trip Permission Slip**. Upon reviewing the program information, please sign, print and return the required paperwork to the Parks and Recreation Department by Friday, May 20. If you have any questions or concerns about Summer P.A.R.K., please call the Parks and Recreation Office at 614-277-3050.

### **2016 Summer P.A.R.K. Parent Handbook and Parent Agreement Form**

The 2016 Summer P.A.R.K. Parent Handbook is intended to be a resource for you while your child(ren) is enrolled in the program. In order for you to better understand the philosophy, policies and procedures of the program, please review the handbook and keep it for reference. **The Parent Agreement Form must be signed, printed, and submitted to the Parks and Recreation Department by Friday, May 20.**

### **Summer Emergency Medical Form**

We require a new Emergency Medical Form to be completed prior to each P.A.R.K. season. Each child must have their own form. **The Emergency Medical Form must be filled out completely, printed and submitted to the Parks and Recreation Department by Friday, May 20.**

### **Tuition Payment Slips**

Please review the Tuition Payment Slips to become familiar with the payment installments. **The first payment installment of \$293 is due Friday, May 20** and must be accompanied by the appropriate Tuition Payment Slip. In order to assure uninterrupted care for your child(ren), all payments must be received by the required dates.

### **Field Trip Schedule, Permission Slips and Waiver Forms**

Provided is a schedule of field trips that your child(ren) will attend during program hours. Detailed information about each field trip is posted at the site prior to each trip. Children are transported by bus and staff attend the scheduled trips with the children. **All field trip permission slips and waiver forms must be signed, printed, and submitted by Friday, May 20.**

### **Walking Field Trip Permission Slip**

On occasion, the P.A.R.K. staff may take the child(ren) on a walking field trip, such as to a local park, the library or to get ice cream. If a walking field trip should occur, the staff will inform you in advance of the location and route taken. **All walking field trip permission slips must be signed, printed and submitted by Friday, May 20.**

## **Information pertaining to the Big Splash Family Aquatic Center**

Children take weekly swimming trips to the Big Splash. All children are given a swim test on the first scheduled trip. Each child is required to wear a green or orange wristband that will designate appropriate swimming areas based on that child's swimming ability. (If your child takes swim lessons during the summer, he/she may be allowed to re-take the swimming test). Children are required to bring their own non-aerosol sunscreen. P.A.R.K. staff will encourage and help your child to apply sunscreen throughout the day.

### **Parent Checklist:**

All paperwork and the first payment installment is due on Friday, May 20:

- Parent Agreement Form
- Summer Emergency Medical Form
- Field Trip Permission Slips
- Field Trip Waiver Forms
- Walking Field Trip Permission Slip
- Tuition payment of \$293 with the appropriate Tuition Payment Slip

All paperwork and payments may be (1) left in the secured Grove City Parks and Recreation drop box, the silver box located on the parking-lot side of the Kingston Center, 3226 Kingston Ave.; (2) dropped off during business hours, Monday through Friday, 8 a.m. to 5 p.m., in the Parks and Recreation Office at the Kingston Center; or (3) mailed to Grove City Parks and Recreation Department, 4035 Broadway, Grove City, OH 43123.

Again, thank you for choosing the 2016 Summer P.A.R.K. program to meet your childcare needs. We look forward to working with your child(ren) and family this summer.

If you have any questions, please call the Parks and Recreation Department at 614-277-3050.

Sincerely,

*Megan Williams*

*Amanda Gehres*

Megan Williams & Amanda Gehres  
Recreation Supervisors

# 2016 SUMMER P.A.R.K. PARENT AGREEMENT

Please sign the following form and return to The City of Grove City, Parks and Recreation Department prior to the first date of the program.

- I have received a Parent Handbook, which contains information on Summer P.A.R.K. policies and procedures. I/we agree to read the Parent Handbook and to abide by the requirements listed below as well as all rules set forth in the Parent Handbook. In return, the Summer P.A.R.K. staff agrees to provide care for my/our child/children, which meets the philosophy and goals of the program.

I, the parent of \_\_\_\_\_ agree to:

CHILD'S NAME

1. Enroll my child(ren) for the entire 2016 Summer P.A.R.K. season.
2. Complete all the forms necessary for the program before my child(ren) can attend the program.
3. Make regular payments according to the tuition payment schedule. The first payment will be made on or before attendance in the program.
4. Pay a \$25 processing fee for any returned check. If a check is returned a second time, I will make further payments by cash or money order.
5. Sign my child(ren) in and out on the daily sign in and out sheet and arrive no later than 6 p.m. to pick up my child(ren). I understand that a late fee will be charged to me by the Recreation Supervisors. In the event of three late pick-ups, my child(ren) may be dismissed from the program.
6. Inform the P.A.R.K. leaders in writing, in person or by phone of the days my child(ren) may not be in attendance, no matter what the reason may be for the absence.
7. Notify the Recreation Supervisors and program site of any changes in my registration information (i.e., address, phone numbers, place of employment, etc.)

I understand that:

1. Summer P.A.R.K. is in session for nine weeks beginning Monday, June 13 and ending Friday, Aug. 12, Monday through Friday, 7 a.m. to 6 p.m. **Summer P.A.R.K. is not in session Friday, July 1 or Monday, July 4.**
2. The registration fee is non-refundable.
3. I may be asked to withdraw my child in the event our tuition payments are not on time according to the tuition schedule.
4. I will be required to attend a conference with the staff in the event of a serious discipline problem with my child(ren).
5. I will be asked to provide input (in person or in writing) that will help the staff to know and serve my child(ren) better.
6. Photographs of P.A.R.K. program participants may be taken periodically and appear in newspapers or other publications unless I inform the Recreation Supervisors of my objection in writing.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE



# GROVE CITY PARKS & RECREATION DEPARTMENT

614-277-3050 • 3226 Kingston Ave. • 4035 Broadway • Grove City, OH 43123  
www.GroveCityOhio.gov • facebook.com/GroveCityOhio • twitter.com/GroveCityOhio • instagram.com/GroveCityOhio



## SUMMER P.A.R.K. PROGRAM EMERGENCY MEDICAL INFORMATION

Completed form must be submitted before entering the program.

### PARTICIPANT INFORMATION

<b>DATE OF ADMISSION</b>		<b>P.A.R.K. SITE</b> <input type="checkbox"/> Hayes <input type="checkbox"/> Park Street	
<b>CHILD'S LAST NAME</b>		<b>FIRST NAME</b>	<b>MI</b>
HOME ADDRESS		CITY	STATE    ZIP
BIRTH DATE (MM/DD/YYYY)	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	HIGHEST GRADE COMPLETED <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	

### PARENT/GUARDIAN INFORMATION

<b>PARENT/GUARDIAN LAST NAME</b>		<b>FIRST NAME</b>	<b>RELATIONSHIP TO CHILD</b>	
DAYTIME PHONE	CELL/OTHER PHONE	EMAIL		
HOME ADDRESS		CITY	STATE	ZIP
EMPLOYER			WORK PHONE	
EMPLOYER ADDRESS		CITY	STATE	ZIP
ADDITIONAL NUMBERS WHERE GUARDIAN CAN BE REACHED				

<b>PARENT/GUARDIAN LAST NAME</b>		<b>FIRST NAME</b>	<b>RELATIONSHIP TO CHILD</b>	
DAYTIME PHONE	CELL/OTHER PHONE	EMAIL		
HOME ADDRESS		CITY	STATE	ZIP
EMPLOYER			WORK PHONE	
EMPLOYER ADDRESS		CITY	STATE	ZIP
ADDITIONAL NUMBERS WHERE GUARDIAN CAN BE REACHED				

### EMERGENCY CONTACT INFORMATION

Emergency contact persons and persons who are authorized to pick the child up. These people must be local and able to reach the site within 30 minutes. If additional space is needed, please attach a separate sheet of paper with the information.

<b>CONTACT LAST NAME</b>		<b>FIRST NAME</b>	<b>RELATIONSHIP TO CHILD</b>	
DAYTIME PHONE	CELL/OTHER PHONE	ADDRESS		
<b>CONTACT LAST NAME</b>		<b>FIRST NAME</b>	<b>RELATIONSHIP TO CHILD</b>	
DAYTIME PHONE	CELL/OTHER PHONE	ADDRESS		
<b>CONTACT LAST NAME</b>		<b>FIRST NAME</b>	<b>RELATIONSHIP TO CHILD</b>	
DAYTIME PHONE	CELL/OTHER PHONE	ADDRESS		
<b>CONTACT LAST NAME</b>		<b>FIRST NAME</b>	<b>RELATIONSHIP TO CHILD</b>	
DAYTIME PHONE	CELL/OTHER PHONE	ADDRESS		

## MEDICAL PROVIDER/TRANSPORT:

### PREFERRED MEDICAL PROVIDER INFORMATION

MEDICAL CLINIC/OFFICE NAME	PHYSICIAN	PHONE	
FACILITY ADDRESS	CITY	STATE	ZIP
DENTAL CLINIC/OFFICE NAME	DENTIST	PHONE	
FACILITY ADDRESS	CITY	STATE	ZIP

### COMPLETE PART I OR PART II. DO NOT COMPLETE BOTH.

#### PART I: PERMISSION TO TRANSPORT CHILD

I give \_\_\_\_\_ my permission to transport

CHILD CARE FACILITY

my child,

NAME OF CHILD

to

for emergency medical care

HOSPITAL/CLINIC

or to

for emergency dental care

DENTIST/CLINIC

or to the nearest available source of assistance.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

#### PART II: REFUSAL TO GRANT PERMISSION TO TRANSPORT CHILD

I do **not** give \_\_\_\_\_ my permission to transport my

CHILD CARE FACILITY

child,

for emergency medical or dental

NAME OF CHILD

care. In the event of an illness or injury which requires emergency medical or dental treatment, I want the childcare facility to take the following actions:

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

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

**HEALTH RECORD:**

1. List all allergies and any special precautions and treatment indicated for these allergies (e.g. medications required or foods or environmental modifications).

This does not apply to my child.

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2. List medications, food supplements, modified diets or fluoride supplements currently being administered to the child.

This does not apply to my child.

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3. List any chronic physical problems and any history of hospitalization.

This does not apply to my child.

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4. List any diseases the child has had.

This does not apply to my child.

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5. List any information that might be important for P.A.R.K. staff to know regarding your child.

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# 2016 SUMMER P.A.R.K. TUITION

## Days of Operation

The 2016 Summer P.A.R.K. program operates Monday through Friday, 7 a.m. to 6 p.m., Monday, June 13 through Friday, Aug. 12.

The program does not operate Friday, July 1, or Monday, July 4 for the Independence Day holiday.

## Payment Due Dates

The 2016 Summer P.A.R.K. tuition schedule is as follows:

- At registration: \$100 non-refundable fee
- Friday, May 20: \$293
- Friday, June 10: \$293
- Friday, July 5: \$293
- Friday, July 22: \$293

Any payment not received by the deadline may result in your child being dropped from the program.

## Methods of Payment

Payments may be made in cash, by credit card (VISA or MasterCard only) or by check made payable to the City of Grove City.

## Payment Options

### 1. By Mail:

Grove City Parks and Recreation  
4035 Broadway, Grove City, OH 43123

### 2. In Person:

Deliver to the Parks and Recreation office in the Kingston Center, 3226 Kingston Ave., City Hall during business hours: Monday-Friday, 8 a.m.-5 p.m.

### 3. After-hours Drop Box:

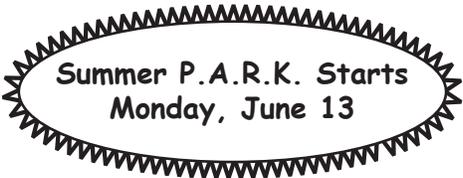
The silver box with a Parks and Recreation logo is on the parking-lot side of the Kingston Center near the main entrance. Drop-box payments are processed the next day.

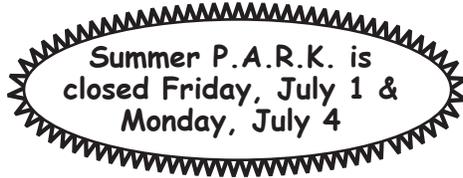
### 4. Over the Phone:

By credit card (VISA or MasterCard) only

# SUMMER P.A.R.K. TUITION PAYMENT SLIPS

Include with payment by indicated due date to the Parks and Recreation Department.

2016 SUMMER P.A.R.K.	
PAYMENT 1   \$293 DUE FRIDAY, MAY 20	
NAME OF CHILD	SITE <input type="checkbox"/> Hayes <input type="checkbox"/> Park Street
NAME OF PARENT	
METHOD OF PAYMENT <input type="checkbox"/> Cash <input type="checkbox"/> Check (Make payable to: City of Grove City) <input type="checkbox"/> Credit Card: <input type="radio"/> VISA <input type="radio"/> MasterCard	
ACCOUNT NUMBER	

2016 SUMMER P.A.R.K.	
PAYMENT 2   \$293 DUE FRIDAY, JUNE 10	
NAME OF CHILD	SITE <input type="checkbox"/> Hayes <input type="checkbox"/> Park Street
NAME OF PARENT	
METHOD OF PAYMENT <input type="checkbox"/> Cash <input type="checkbox"/> Check (Make payable to: City of Grove City) <input type="checkbox"/> Credit Card: <input type="radio"/> VISA <input type="radio"/> MasterCard	
ACCOUNT NUMBER	

2016 SUMMER P.A.R.K.	
PAYMENT 3   \$293 DUE TUESDAY, JULY 5	
NAME OF CHILD	SITE <input type="checkbox"/> Hayes <input type="checkbox"/> Park Street
NAME OF PARENT	
METHOD OF PAYMENT <input type="checkbox"/> Cash <input type="checkbox"/> Check (Make payable to: City of Grove City) <input type="checkbox"/> Credit Card: <input type="radio"/> VISA <input type="radio"/> MasterCard	
ACCOUNT NUMBER	

2016 SUMMER P.A.R.K.	
PAYMENT 4   \$293 DUE FRIDAY, JULY 22	
NAME OF CHILD	SITE <input type="checkbox"/> Hayes <input type="checkbox"/> Park Street
NAME OF PARENT	
METHOD OF PAYMENT <input type="checkbox"/> Cash <input type="checkbox"/> Check (Make payable to: City of Grove City) <input type="checkbox"/> Credit Card: <input type="radio"/> VISA <input type="radio"/> MasterCard	
ACCOUNT NUMBER	

# PARK STREET SUMMER P.A.R.K.

## 2016 FIELD TRIP SCHEDULE

**On scheduled field trip days, please bring a packed lunch or snacks in a disposable bag, water bottle, comfortable shoes and sunscreen! Pack a bathing suit for Big Splash days. If you have additional questions, ask your Summer P.A.R.K. Leaders.**

**Please note:** All field trip costs are paid through Summer P.A.R.K. tuition fees. **Field trips are designed to be self sufficient with no additional costs for the parent(s) of each participant. We do not permit any participant to bring money to any scheduled field trip.** The P.A.R.K. staff determines in advance if the participants should bring their snacks on a field trip. Water is always available at all locations.

Please complete, sign and date each permission slip on the next page and submit to the Parks and Recreation Department by Friday, May 20 in order for your child to attend the scheduled summer P.A.R.K. field trips! Scheduled on-site field trips do not need permission slips to participate unless otherwise noted. .

DATE	FIELD TRIP/PROGRAM	TYPE	DEPARTURE	RETURN
Wed., June 15	Campardy!	On Site	10 a.m.*	2:30 p.m.*
Mon., June 20	Big Splash (Swim Test)	Bus	1:45 p.m.	3:45 p.m.
Wed., June 22	Stardust Lanes	Bus	1:30 p.m.	4 p.m.
Wed., June 29	Zoo to You at Park Street	On Site	2 p.m.	3 p.m.
Tue., July 5	Space Painter	On Site	9 a.m.*	11:30 a.m.*
Wed., July 6	Big Splash	Bus	1:45 p.m.	3:45 p.m.
Mon., July 11	Big Splash	Bus	1:45 p.m.	3:45 p.m.
Wed., July 13	Big Splash	Bus	1:45 p.m.	3:45 p.m.
Mon., July 18	Big Splash	Bus	1:45 p.m.	3:45 p.m.
Wed., July 20	Battelle Darby Creek Metro Park	Bus	1:45 p.m.	4 p.m.
Mon., July 25	Big Splash	Bus	1:45 p.m.	3:45 p.m.
Wed., July 27	Big Splash	Bus	1:45 p.m.	3:45 p.m.
Mon., Aug. 1	Big Splash	Bus	1:45 p.m.	3:45 p.m.
Wed., Aug. 3	Get Air	Bus	1:45 p.m.	4 p.m.
Mon., Aug. 8	Big Splash	Bus	1:45 p.m.	3:45 p.m.
Wed., Aug. 10	Lazer Kraze to Go!	On Site	2 p.m.*	4 p.m.*

\*Begin/end time for on-site program

# PARK STREET FIELD TRIP PERMISSION SLIPS

Return Completed Forms to the Parks and Recreation Department by Friday, May 20.

## PARK STREET FIELD TRIP PERMISSION: WALKING FIELD TRIPS

My child,

\_\_\_\_\_  
CHILD'S NAME

\_\_\_\_\_  
CHILD'S DATE OF BIRTH

has my permission to accompany the P.A.R.K. program on any field trip within walking distance of the P.A.R.K. site where the program is being held. I understand that this consent applies to walking distance trips only and that I will be informed ahead of time.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

## PARK STREET FIELD TRIP PERMISSION: THE BIG SPLASH

My child,

\_\_\_\_\_  
CHILD'S NAME

\_\_\_\_\_  
CHILD'S DATE OF BIRTH

has my permission to go to **The Big Splash Family Aquatic Center** on the following dates (Mondays and Wednesdays): **June 20; July 6, 11, 13, 18, 25 & 27; August 1 & 8**. I understand my child is required to follow the instructions of the P.A.R.K. staff.

As of today, my child is a  Swimmer  Non-swimmer

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

## PARK STREET FIELD TRIP PERMISSION: STARDUST LANES . JUNE 22

My child,

\_\_\_\_\_  
CHILD'S NAME

\_\_\_\_\_  
CHILD'S DATE OF BIRTH

has my permission to go to **Stardust Lanes** on **Wednesday, June 22**. I understand my child is required to follow the instructions of the P.A.R.K. staff.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

## PARK STREET FIELD TRIP PERMISSION: BATTELLE DARBY . JULY 20

My child,

\_\_\_\_\_  
CHILD'S NAME

\_\_\_\_\_  
CHILD'S DATE OF BIRTH

has my permission to go to **Battelle Darby Creek Metro Park** on **Wednesday, July 20**. I understand my child is required to follow the instructions of the P.A.R.K. staff.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

## PARK STREET FIELD TRIP PERMISSION: GET AIR . AUG. 5

Submit a copy of the waiver generated by Get Air through their electronic system with your other forms/permission slips by May 20. Visit <https://Columbus.GetAirManagement.com/Waiver.html>, complete the four steps, and they will send the release to your email. More information on the Get Air is available at <http://GetAirColumbus.com>.



Dear Parents/Guardians:

As a participant in Grove City Parks and Recreation P.A.R.K. and Youth Programs, your child has a unique opportunity to participate in two exciting field trip experiences without ever leaving the school! During these programs, presented by Class2Trail, your child will become a scientist in training and participate in hands-on activities and games on their own P.A.R.K. school campus. A description of each program is provided below.

**Find-A-Fossil**

Participants will play the role of paleontologists as they learn about how Earth’s processes shaped our unique geologic history. They will conduct exciting excavations by digging and sifting through a gravel matrix to discover buried fossils. Participants might find shark teeth, bones, skate teeth, and gastropod fossils during this amazing adventure! Each paleontologist will make a shark tooth necklace and take home their fossils to share with friends and family. Participants should wear clothing that can get wet and muddy—fossiling is fun, but dirty business! *Program date: Hayes Intermediate July 20 and Park Street July 21, 2016.*

**Squid Dissection**

Campers will become marine biologists in training as they examine a unique creature from our salty seas, the squid! Marine biologists will learn about the adaptations that allow squid to survive in all depths of the ocean by using safe and proper dissection techniques to examine both the internal and external anatomy of the squid. Through active games, scientists will understand the role that squid play in the ocean food web. Your marine biologist is sure to love this salty seas adventure! *Program date: Park Street July 26 and Hayes Intermediate July 28, 2016.*

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*Please place a check mark next to the statement that applies*

**Yes, I want my child to participate in Find-A-Fossil and the Squid Dissection**

**Yes, I want my child to participate in Find-A-Fossil only**

**Yes, I want my child to participate in the Squid Dissection only**

**CHILD'S NAME:** \_\_\_\_\_

**Photo Release**

*I hereby authorize and give full consent to Class2Trail, Inc. to copyright or publish all photographs, sound recordings or video recordings taken by them in which my son/daughter/ward appears. I further agree that they may use these photographs and/or recordings for all exhibitions, public displays, publications, commercial art, advertising purposes and all types of film.*

\_\_\_\_\_  
**Parent/Guardian Signature** **Date:** \_\_\_\_\_



*Environmental educational program release from liability*

Dear Parent/Guardian:

Your son/daughter/ward will be participating in an environmental educational program. He/she may encounter risks during the course of the program that may be unlike those in or about the home or school. Class2Trail field instructors are very familiar with the area of study and take the utmost precautions. However, Class2Trail cannot be held responsible for inherent risks in the environment.

*I am aware of the inherent risks and relieve Class2Trail, Inc. of these risks.*

*I give permission for (Student's name) \_\_\_\_\_*

*To attend the educational programs called Find-A-Fossil and/or Squid Dissection as indicated on the previous page, under the supervision P.A.R.K. and Youth Programs Grove City Parks and Recreation.*

**Please advise if your child has any known allergies to:**

<b>Food</b>	<b>NO</b>	<b>YES - Describe</b> _____
<b>Insects</b>	<b>NO</b>	<b>YES - Describe</b> _____
<b>Shellfish</b>	<b>NO</b>	<b>YES – Describe</b> _____
<b>Other</b>	<b>NO</b>	<b>YES – Describe</b> _____

By signing this Agreement, I hereby release and discharge CLASS2TRAIL, INC. and its agents and employees from and against any and all liability arising from my participation in the educational program.

\_\_\_\_\_  
**Parent/Guardian Signature**

**Date:** \_\_\_\_\_