



August 1, 2019

Dear P.A.R.K. Parents:

Thank you for enrolling your child in the 2019-2020 P.A.R.K. program for your childcare needs. P.A.R.K. intends to be a complement of your child's school day. After a long day of highly structured school work, children are offered an opportunity to choose from a variety of activities that are planned to be fun and enriching while encouraging children to be active. In order to operate a successful after-school program, we have enclosed the 2019-2020 P.A.R.K. Parent Handbook, Emergency Medical Form and Tuition Payment Slips. Should you have any specific questions after reviewing this information, please call the Parks and Recreation Department at 614-277-3050.

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

For your convenience, included is the 2019-2020 P.A.R.K. Parent Handbook. This handbook is intended to be a resource for you while your child is enrolled in the P.A.R.K. program. In order for you to better understand the philosophy, policies and procedures of the P.A.R.K. program, please review the handbook. **The Parent Agreement Form and the Walking Permission Slip (if applicable) must be signed and submitted to the Parks and Recreation Department by Thursday, Aug. 15.**

### **Emergency Medical Form**

We require a new Emergency Medical Form to be completed prior to each P.A.R.K. season. A separate form must be submitted for each child. Please complete this form completely and accurately. **The Emergency Medical Form must have at least two emergency contacts listed and must be submitted to the Parks and Recreation Department by Thursday, Aug. 15.**

### **Tuition Payment Slips**

Enclosed are Tuition Payment Slips. The **August/September payment must be submitted with the appropriate Tuition Payment Slip and is due Thursday, Aug. 15** at the Parks and Recreation Department in Kingston Center (Monday through Friday, 8 a.m. to 5 p.m.). Please note: tuition is per child and requires a slip for each participant, although the payments may be combined (e.g., two slips, one check). In order to assure uninterrupted care for your child, all payments must be received by the required dates.

### **Parent Checklist**

Please review this checklist. All paperwork and August/September tuition are due Thursday, Aug. 15.

- Emergency Medical Form (must have two emergency contacts listed)
- August/September payment accompanied with the appropriate Tuition Slip
- Parent Agreement Form including Walking Permission, if applicable

For your convenience, materials can be submitted by the following methods:

- Deposited in the secured drop box on the parking-lot side of the Kingston Center, 3226 Kingston Ave.
- Mailed to the Parks and Recreation Department, 3226 Kingston Ave., Grove City, OH 43123
- Dropped off at the Parks and Recreation Office in the Kingston Center during business hours, Monday through Friday, 8 a.m. to 5 p.m.

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

Again, thank you for choosing P.A.R.K. for your childcare needs and we look forward to working with your family this upcoming school year.

Sincerely,

*Megan Williams*

*Amanda Gehres*

Megan Williams

Amanda Gehres

Recreation Supervisors

# BEFORE & AFTER-SCHOOL P.A.R.K. 2019-2020 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 P.A.R.K. policies and procedures. I 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 P.A.R.K. staff agrees to provide care for my child that meets the philosophy and goals of the program.

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

CHILD'S NAME

1. Enroll my child in the P.A.R.K. program by registering at the City of Grove City Parks and Recreation office located in Kingston Center and paying the \$30 registration fee.
2. Complete all forms necessary before my child can attend the program.
3. Make tuition payments according to the tuition payment deadlines established by the Grove City Parks and Recreation Department.
4. Give advance notice in writing in the event I choose to withdraw my child from the program.
5. Pay one month of tuition in the event I choose to withdraw my child from the program if I did not notify the program in advance.
6. Pay a \$25 processing fee for any returned check. If a check is returned a second time, I will make all further payments by cash or money order.
7. Sign in my child for the morning program and out for the afternoon program on the daily attendance sheet.
8. After-school only: Agree to pick up my child at the program site no later than 6 p.m. I understand that a fee of \$10 for any part of the first 15 minutes after 6 p.m. and \$1 per minute past 6:15 p.m. will be charged to my account by the Recreation Supervisor. In the event of three late pickups, my child may be dismissed from the program.
9. Agree to inform the P.A.R.K. leaders of days my child will not be in attendance, no matter the reason for the absence. I understand that if advance notification of my child's absence is not given to the P.A.R.K. leaders, a tracking fee of \$20 will be charged to my account by the Recreation Supervisors.
10. Notify the P.A.R.K. leaders and Grove City Parks and Recreation office of any changes in my registration information (e.g. address, phone numbers, place of employment, etc.).
11. Before-school J.C. Sommer students only: in case of severe inclement weather (i.e., lightning, extreme cold), I give my permission for my child to be transported to school in an Evans Center bus operated by a qualified bus driver employed by the City of Grove City. One P.A.R.K. leader will accompany the children on the bus to J.C. Sommer Elementary.

I understand that:

1. The registration fee is non-refundable.
2. I will be asked to withdraw my child in the event tuition payments are not on time according to the tuition schedule.
3. I will be asked to pay the registration fee to re-enroll my child in the program if I/we fail to meet the tuition payment due dates.
4. I am not eligible for any tuition refunds once the month has begun.
5. I will be asked to attend a conference with the staff in the event of a serious behavior problem with my child.
6. I may be asked to provide input, in person or in writing, to help the staff know and serve my child better.
7. Photographs or videos of the children participating in the P.A.R.K. program may be taken periodically and may appear in the newspaper, website, social media or other publications unless I inform the Recreation Supervisors of my objections in writing.

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

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE

## WALKING PERMISSION

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.

School:       J.C. Sommer Elementary       Park Street Intermediate

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

\_\_\_\_\_  
DATE