

TINY TOT REGISTRATION FORM



On the back of this page, please check the box next to the activity number(s) you would like to register for.

Adult (Payee) Name: First _____ Last _____

Email _____

Address _____

City Zip _____

Cell Phone _____ Home Phone _____ Work Phone _____

Child's Name: First _____ Last _____

Circle: Male or Female Birthdate: _____ Age: _____

School _____ Grade _____

NOTE: Each participant requires additional forms to be completed one time prior to participation in any summer camp. Forms include Emergency Medical Release Form, Behavior Policy, Refund Policy, Swimming Ability Form, and Parent Pick-Up Authorization Form. Forms are available in each Camp Packet and can be obtained at the Agoura Hills Recreation Center in person, via fax, or downloaded at www.ci.agoura-hills.ca.us.

REC Club (ages 5-10)
8:30AM-12:30PM
\$25 for one day, \$47 for two days, \$69 for three days, \$90 for four days, \$110 for five days per week
 Total Tiny Tot Club Fees = \$ _____

Additional Fees
 # of T-Shirts X \$10 per shirt = \$ _____

GRAND TOTAL FEES = \$ _____

GENERAL RELEASE, WAIVER AND INDEMNITY AGREEMENT

I certify that I am volunteering to participate in the above program(s). I understand that "participation" in the Program may include preparing for, traveling, receiving instruction, and engaging in the Program. I further certify that I am in good health and have no physical or other impediment which would endanger me while participating in the Program. I realize that, by participating in this Program, I will be exposed to a risk of injury or death. In consideration of permitting me to enroll in and participate in the Program, I agree (on behalf of myself, my heirs, executors, administrators, and assigns) to release, discharge, waive and relinquish the City of Agoura Hills (and its officers, agents, employees, and volunteers) from any and all liabilities, claims, or actions for personal injury, property damage, or wrongful death which arise out of or relate to the Program, whether or not the liability, claim, or action arises out of negligence or carelessness on the part of the City of Agoura Hills (or its officers, agents, employees, or volunteers). I further agree (on behalf of myself, my heirs, executors, administrators, and assigns) to indemnify, defend, and hold harmless the City of Agoura Hills (and its officers, agents, employees, and volunteers) from any and all liabilities, claims, or actions for personal injury, property damage, or wrongful death which arise out of or relate to my participation in the Program, whether or not the liability, claim, or action arises out of negligence or carelessness on the part of the City of Agoura Hills (or its officers, agents, employees, or volunteers). I understand the dangers incidental to participating in the Program and the need for safety precautions. I have read this General Release, Waiver and Indemnity Agreement and am fully aware of the legal consequences of signing it.

PARENTAL CONSENT: (To be completed and signed by parent/guardian if applicant is under 18 years of age.) I certify that I am the parent or legal guardian of the above participant and that I am entitled to his or her custody and control and I do hereby give permission for the Child to participate in the above activity. I further certify that the Child is in good health and has no physical or other impediment which would endanger him or her while participating in the Program. I realize that, by participating in this Program, the Child will be exposed to a risk of injury or death. I hereby execute the above Agreement, Waiver, and Release of his/her behalf. I understand the dangers incidental to participating in the Program and the need for safety precautions and I have discussed the dangers of the program and the need for safety precautions with the child.

Individuals with disabilities requiring any accommodations to participate in the program in which you are registering must inform the City of Agoura Hills Department of Community Services at the time of the registration is submitted. Individuals needing such accommodations must document the need for such accommodations including the type and extent of accommodations to complete the registration form or participate in the registered programs.

The Department of Community Services has the right to refuse a participant in any program or activity who violates the standard rules of conduct for city programs, or whose behavior while participating is, in the sole judgment of city personnel, otherwise detrimental to the safety and/or enjoyment of other participants.

I have read and understand the general release, waiver and indemnity agreement.

Signature _____ Date _____ Total Fee _____

FOR OFFICE USE

Date/Time Registered _____ Staff Name _____

Credit Card # _____ Exp. Date _____

VISA MASTERCARD DISCOVER 3 Digit Security Code on the Back of Card _____

Cardholder's Name _____ Cardholder's phone number _____

Cardholder's Address _____

**Credit Card
"On File"
Authorization**

By checking this box, I authorize the city to keep my credit card information in writing for future 2012 summer camp charges only.

CAMP AGOURA HILLS

Tiny Tot Club (8:30am-12:30pm) June/July/August

Please check the box next to the activity number(s) you would like to register for.

Monday	Tuesday	Wednesday	Thursday	Friday
June 18 All About Colors #3123-001 <input type="checkbox"/>	19 All About Colors #3121-002 <input type="checkbox"/>	20 All About Colors #3121-003 <input type="checkbox"/>	21 All About Colors #3121-004 <input type="checkbox"/>	22 All About Colors #3121-005 <input type="checkbox"/>
25 All About Shapes #3121-006 <input type="checkbox"/>	26 All About Shapes #3121-007 <input type="checkbox"/>	27 All About Shapes #3121-008 <input type="checkbox"/>	28 All About Shapes #3121-009 <input type="checkbox"/>	29 All About Shapes #3121-010 <input type="checkbox"/>
July 2 Let's Count: Numbers #3121-011 <input type="checkbox"/>	3 Let's Count: Numbers #3121-012 <input type="checkbox"/>	4 NO CAMP	5 Let's Count: Numbers #3121-014 <input type="checkbox"/>	6 Let's Count: Numbers #3121-015 <input type="checkbox"/>
9 A-Z Letters #3121-016 <input type="checkbox"/>	10 A-Z Letters #3121-017 <input type="checkbox"/>	11 A-Z Letters #3121-018 <input type="checkbox"/>	12 A-Z Letters #3121-019 <input type="checkbox"/>	13 A-Z Letters #3121-020 <input type="checkbox"/>
16 Bugs, Slugs, & Creepy Crawlers #3121-021 <input type="checkbox"/>	17 Bugs, Slugs, & Creepy Crawlers #3121-022 <input type="checkbox"/>	18 Bugs, Slugs, & Creepy Crawlers #3121-023 <input type="checkbox"/>	19 Bugs, Slugs, & Creepy Crawlers #3121-024 <input type="checkbox"/>	20 Bugs, Slugs, & Creepy Crawlers #3121-025 <input type="checkbox"/>
23 All About the Ocean #3121-026 <input type="checkbox"/>	24 All About the Ocean #3121-027 <input type="checkbox"/>	25 All About the Ocean #3121-028 <input type="checkbox"/>	26 All About the Ocean #3121-029 <input type="checkbox"/>	27 All About the Ocean #3121-030 <input type="checkbox"/>
30 Community Workers #3121-031 <input type="checkbox"/>	31 Community Workers #3121-032 <input type="checkbox"/>	Aug 1 Community Workers #3121-033 <input type="checkbox"/>	2 Community Workers #3121-034 <input type="checkbox"/>	3 Community Workers #3121-035 <input type="checkbox"/>
6 Science & Sensory #3121-036 <input type="checkbox"/>	7 Science & Sensory #3121-037 <input type="checkbox"/>	8 Science & Sensory #3121-038 <input type="checkbox"/>	9 Science & Sensory #3121-039 <input type="checkbox"/>	10 Science & Sensory #3121-040 <input type="checkbox"/>
13 Little Artists #3121-41 <input type="checkbox"/>	14 Little Artists #3121-42 <input type="checkbox"/>	15 Little Artists #3121-43 <input type="checkbox"/>	16 Little Artists #3121-44 <input type="checkbox"/>	17 Little Artists #3121-45 <input type="checkbox"/>



CAMP
AGOURA HILLS

TINY TOT CLUB PAPERWORK

RETURN COMPLETED FORMS TO THE AGOURA HILLS RECREATION CENTER PRIOR TO ATTENDING CAMP

CHILD 1 NAME: _____

Date of Birth: _____

CHILD 2 NAME: _____

Date of Birth: _____

Pick-Up Authorization

Please list all of the people that you give authorization to pick up your child from camp:

(1)			
	Name	Relationship	Phone #

(2)			
	Name	Relationship	Phone #

(3)			
	Name	Relationship	Phone #

(4)			
	Name	Relationship	Phone #

I understand that as a part of this City of Agoura Hills Department of Community Services Program I must inform staff if anyone other than myself will be picking up my child/children. The people on this notice are the only people that I permit to pick up my child/children. I understand that if someone **NOT** listed on this form tries to pick up my child/children, City staff will **NOT** allow my child/children to leave the site without written notice signed by me.

Parent Signature _____ **Date** _____



City of Agoura Hills - Department of Community Services
Parent General Release, Waiver and Indemnity Agreement
EMERGENCY MEDICAL RELEASE

CHILD #1 NAME: First Last AGE:

CHILD #2 NAME: First Last AGE:

NAME OF PARENT/GUARDIAN: First Last

ADDRESS: Street City Zip

HOME PHONE: WORK: CELL:

CHILD'S PHYSICIAN: PHONE:

INSURANCE COMPANY: POLICY #:

EMERGENCY CONTACTS OTHER THAN PARENT/GUARDIAN:

NAME: PHONE NUMBER(S):

NAME: PHONE NUMBER(S):

Are there any medical or physical conditions (including allergies) of the child(ren) that we should be aware of?

Is the child on any medication? No Yes

If yes, Name of child and Name of medication and dosage

Section 1. I, (insert name of parent or guardian), certify that I am the parent or legal guardian of (insert name of minor) ("Child") and that I am entitled to his or her custody and control and I do hereby give my permission for the Child to participate in Summer Camp Programs. I understand that "participation" in the Program may include preparing for, traveling, receiving instruction, and engaging in the Program. I further certify that the Child is in good health and has no physical or other impediment which would endanger him or her while participating in the Program.

Section 2. I realize that, by participating in this Program, the Child will be exposed to a risk of injury or death.

Section 3. In consideration of permitting the Child to enroll in and participate in the Program, I agree (on behalf of myself, the Child, my heirs, executors, administrators, and assigns) to release, discharge, waive, and relinquish the City of Agoura Hills (and its officers, agents, employees, and volunteers) from any and all liabilities, claims and actions for personal injury, property damage, or wrongful death which arise out of or relate to the Program, whether or not the liability, claim, or action arises out of negligence or carelessness on the part of the City of Agoura Hills (or its officers, agents, employees, or volunteers).

Section 4. I further agree (on behalf of myself, the Child, my heirs, executors, administrators, and assigns) to indemnify, defend, and hold harmless the City of Agoura Hills (and its officers, agents, employees, and volunteers) from any and all liabilities, claims, or actions for personal injury, property damage, or wrongful death which arise out of or relate to the Child's participation in the Program, whether or not the liability, claim, or action arises out of negligence or carelessness on the part of the City of Agoura Hills (or its officers, agents, employees, or volunteers).

Section 5. I understand the dangers incidental to participating in the Program. I have discussed the dangers of the Program and the need for safety precautions with the Child. I have read this General Release, Waiver and Indemnity Agreement and am fully aware of the legal consequences of signing it.

Section 6. I authorize any emergency medical attention, which may be needed for my child.

Parent or Guardian: Date:



Agoura Hills Recreation Department Behavior Policy

It is our goal to provide a safe, positive and fun experience for all participants in our programs. In order to achieve this goal, the following program policies must be followed:

Expected Behavior

- Be respectful and courteous to staff.
- Be respectful of the feelings of others.
- Participate in planned activities.
- Follow instructions and rules given by staff.
- Exhibit and maintain positive attitudes toward the environment and facilities.
- Exhibit and maintain respect for all property, facilities and equipment, both public and private.
- Adhere to all rules and regulations.

Unacceptable Behavior

- **Vandalism.** Damaging city property or the property of others.
- **Theft.** Stealing property or equipment of others.
- **Abusive language, swearing or profanity.** No profanity, vulgar language or swearing. This also includes abusive language (i.e. name calling, etc.), obscene gestures and threats of injury towards others.
- **Fighting.** No physical fighting (i.e. pushing, shoving, hitting, etc.). If you have a problem with others in the program, discuss the problem with Staff. If a fight breaks-out, the participants (including anyone who encourages the fighting) will be subject to immediate suspension.
- **Touching.** Our recreation program policy is one of "hands-off." Holding hands, arm-in-arm, hugging and kissing are not appropriate. Sexual harassment or indecency will not be tolerated.
- **Alcohol, Drugs, Tobacco and other Substances.** Taking, distributing, or possessing illegal drugs or tobacco is prohibited and is grounds for immediate suspension. Permanent felt pens, aerosol spray cans of any type, glue and whiteout are not to be brought.
- **Weapons or Dangerous Objects.** Possession of any firearm, knife, explosive or other dangerous object is prohibited and is grounds for immediate suspension.

Discipline Policy

Except as indicated above, consequences for misbehavior are usually progressive and reflect the severity of the unacceptable behavior. Notwithstanding, one severe act could lead to expulsion from our programs. Any criminal act will be reported immediately to law enforcement officials.

Listed below is a progression of discipline:

- **First Offense:** Parent/guardian notification; Warning; Time out from group/Loss of privileges (period of time to be determined by incident and age of participant)
- **Second Offense:** Parent/guardian notification; Time out from group/loss of privileges (period of time to be determined by incident and age of participant); Parent/guardian notified to pick up participant from program; possible suspension
- **Third Offense:** Parent/guardian notification; Suspension; Expulsion; Parent/guardian notified to pick up participant from program

No refund will be given if a participant is suspended or expelled from the program.

I HAVE READ THE BEHAVIOR CODE AND FULLY UNDERSTAND ITS CONTENT. APPROPRIATE CONSEQUENCES WILL BE GIVEN IN THE EVENT I DISREGARD THE BEHAVIOR CODE.

Participant Signature _____

Date _____

Parent Signature _____

Date _____

The Behavior Code applies to Agoura Hills' recreation program participants. Violations will be dealt with on a case-by-case basis. Discipline will be administered in a fair and consistent manner. If you have any questions or concerns regarding this Behavior Code, please contact the Agoura Hills Recreation Center.



WATER PERMISSION

I understand that the City of Agoura Hills Department of Community Services “Camp Agoura Hills” program will be having off-site Swim Days at Agoura High School on Tuesdays, and Thursdays. I understand if I wish for my child/children **not** to participate in Swim Days, I must verbally tell the staff and write a note to the Camp Director. If I wish for my child/children to participate he/she must bring their own swimsuit, towel, and sunscreen. Please be aware that each child will be required to take a swim test his/her first Swim day. I hereby give permission for my child/children to participate in swim Days at Agoura High School.

Parent Signature _____ **Date** _____

REFUND POLICY

- This policy applies to all department-sponsored programs, activities and special instruction classes.
- Request for refund may be made by telephone or in person and should be accompanied by the receipt.
- All refunds must be called in one business day prior to the start of the class/camp. Refunds requested prior to the start of the second class will be issued on a pro-rated basis. **NO REFUNDS AFTER THE SECOND CLASS.** (Business hours are Monday-Thursday 7:00 a.m. to 6:00 p.m., and Friday 7:00 a.m. to 4:00 p.m.)
- There are no refunds, transfers or credits for sports/specialty camps once camp has begun. Any refunds for sports/specialty camps must be called in one business day prior to the start of camp.
- **No refunds will be granted if cancellations for Tot, Youth, Teen, Family or Senior Excursions are made after the stated deadline date or if the excursion specifically states NO REFUNDS, unless cancelled by the department. This is due to the destination refund policies.**
- There is a \$5 cancellation fee for all refunds.
- All refunds under \$6 (after cancellation fee and any pro-rated fees are taken out) will be in the form of a credit coupon.
- All lab fees are non-refundable.
- ALL REFUNDS WILL BE ISSUED WITHIN 30-45 DAYS OF THE REQUEST.

LATE PICK UP POLICY

The Department of Community Services personnel are unavailable to supervise children before or after scheduled classes. Therefore, it is important that parents do not send children early for classes and that they are picked up on time. If a child is picked up late from a program, a \$10.00 late pick-up fee will be assessed for every thirty minutes of employee overtime. This charge must be paid prior to the next class meeting. **NO EXCEPTIONS!** Two documented late pick-up notices of 15 minutes each will be considered a 30 -minute violation and a fine will be imposed.

I, _____, parent of _____
have read and understand the above policies of the City of Agoura Hills Department of Community Services regarding refunds. I understand that I am required to call in for a refund, transfer or credit for camp at least one working day before the day of camp or caravan excursion. I also understand the policy regarding the late pick-up fee.

INDIVIDUALS WITH DISABILITIES REQUIRING ANY ACCOMMODATIONS TO PARTICIPATE IN THE PROGRAM IN WHICH YOU ARE REGISTERED MUST INFORM THE CITY OF AGOURA HILLS DEPARTMENT OF COMMUNITY SERVICES AT THE TIME THE REGISTRATION IS SUBMITTED. INDIVIDUALS NEEDING SUCH ACCOMMODATIONS MUST DOCUMENT THE NEED FOR SUCH ACCOMMODATIONS INCLUDING THE TYPE AND EXTENT OF ACCOMMODATIONS TO COMPLETE THE REGISTRATION FORM OR PARTICIPATE IN THE REGISTERED PROGRAM.

CAMP Tiny Tot

AGOURA HILLS Summer Camp 2012



Ages 3-5

Instructor: Miss Patricia
at Sumac Elementary School



Dates	Themes
June 18-22	All About Colors
June 25-29	All About Shapes
July 2-6 (closed 7/4)	Let's Count: Numbers Week
July 9-13	A-Z Letters Week
July 16-20	Bugs, Slugs, and Creepy Crawlers
July 23-27	All About the Ocean
July 30-August 3	Community Workers Week
August 6-10	Science and Sensory Week
August 13-17	Little Artists Week

Tiny Tot Summer Camp will have arts & crafts, science, cooking, water play, music, outdoor play, fine and gross motor activities, and other activities throughout the summer!



\$25 for one day
\$47 for two days
\$69 for three days
\$90 for four days
\$110 for five days

Daily Schedule

8:30am—Table Activities/Art
 10am—Circle Time/Story
 10:30am—Snack
 11am—Activity/Music/Science Time
 11:45am—Lunch/Outdoor Time
 12:15pm—Closing Circle



**To sign-up or for questions contact the
 Agoura Hills Recreation Center
 (818) 597-7361
 30610 Thousand Oaks Blvd. Agoura Hills**

GENERAL CAMP INFORMATION

Camp Agoura Hills - Tiny Tot Camp - Ages 3-5

Camp is held at Sumac Elementary School. The facilities include air-conditioned rooms to retreat from the summer heat, an age appropriate playground including area for basketball, soccer and other fun sports, covered picnic areas, and a large grass area that's great for playing games or to have picnic lunches.

There is a sign in/out sheet inside the door which needs to be signed by the person dropping off and picking up the child. Payment is due at the time of registration. There are multi-day discounts for those that register ahead of time. The children will have the same counselors all summer long to give them consistency.

Camp includes a wide variety of activities that helps ensure your child has many fun experiences. Arts & crafts, water play, sports, games, cooking, science, music and movement and special events are just a few of the activities that are planned throughout the summer. Reinforcement of shapes, colors, pre-writing/fine motor skills and much more are also part of the program. These activities are done in an age appropriate developmental manner.

Our program has been specifically developed to meet the different interests and capabilities of your child, while helping them create meaningful relationships with others.

Frequently Asked Questions:

What training do the staff/camp teachers have? The counselors/teachers are all fingerprinted, have CPR and First Aid training and at a minimum have experience in child development. Most of the staff/camp teachers work in a program with the same age children year round.

What if my child has problems with separation? Our staff will work with you to set a routine for saying goodbye. You are always welcome to call and check in to see how your child is doing at any point during the day.

What if my child has a food allergy? Please note this information on the camp waiver and emergency form and we will make sure all the staff are aware of your child's allergy and to make sure we don't serve food/items with the allergen.

We hope you call or email us your questions and concerns. You are more than welcome to call and check on your child during the camp day and we encourage open communication with all of our participants and their families.

SEE YOU THIS SUMMER...REGISTER TODAY!

For more Information: Call (818) 597-7361 or

**Email: aburns@ci.agoura-hills.ca.us
campcalabasas@aol.com**

CAMP AGOURA HILLS - TINY TOT CAMP - AGES 3-5

Important Information

Registration: There are four easy ways to register. You can mail-in, phone-in, walk-in, or fax-in the registration form. Payments are to be made out to City of Agoura Hills. All payment is due at the time of registration. Each camper's parent/guardian is required to fill out a Camp Waiver prior to attending camp. These can be submitted to the Recreation Center before camp or to the lead staff person at camp at the time of signing-in the child.

Camp Times: Camp Agoura Hills Tiny Tot Camp runs from 8:30am-12:30pm Monday-Friday. There is no camp on July 4, 2012. Tiny Tot Camp will be held at Sumac Elementary School - Room: TBA

Camp Dress: Campers are required to wear closed-toed shoes each day they attend camp. Also, dress in comfortable clothes for a variety of activities. Croc style shoes are permitted as long as the toes are closed. Campers with open toes shoes will be sent home or must have a pair of closed toe shoes brought to them at camp.

REFUNDS WILL NOT BE GIVEN IF YOUR CHILD IS SENT HOME FOR WEARING THE WRONG TYPE OF SHOES!

What to Bring: Each child should bring a change of clothes in a gallon-size baggie labeled with the child's name in permanent marker. This will be kept at camp for the duration of time the child is in attendance just in case the child has an accident while at camp. **LABEL ALL BELONGINGS WITH A PERMANENT MARKER! Also, please apply sunscreen to your child BEFORE coming to camp. Camp staff are NOT permitted to apply sunscreen to your camper.**

Water Play Campers will have the opportunity to play with water on a daily basis (water balloons, water table, water sprayers, etc.). Please pack an extra set of clothes for your child, and a small towel, if desired.

Refunds: All refunds, transfers, or credits must be called in during business hours at least one business day prior to the start of class/camp. Business hours are Monday-Thursday from 7am-6pm, and Friday from 7am-4pm. Any cancellations made the day of camp will only be issued as a credit on account. Account credit will be kept on file for two years. There are no refunds of credits on file. No refunds, transfers, or credits will be granted if cancellations are made after the stated deadline date or if the program specifically states "no refunds". There is a \$5 processing fee for all refunds. All refunds will be issued within 30 days of the request.

Sign In/Out: Children arriving and departing camp must be signed in and out on a daily basis. **Parents or those authorized to pick up your child must sign them out before leaving at the end of the day. Dropping your child off to walk into camp alone is not authorized. If your child is not signed into camp you will be called to pick them up.**

Discipline: We strive to provide a well-rounded and safe program for all participants. Discipline will be handled in the following manner and depending on the infraction: 1. Child will be spoken to and/or redirected to another activity, 2. A written report will be completed by the staff and a meeting will be set up with the parent to discuss an appropriate outcome. 3. Child will be suspended from the program.