

# Preschool emergency form

VISTA RECREATION.COM

Child's Name \_\_\_\_\_ Male Female

Birth Date (MM/DD/YYYY) \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_

Email Address: \_\_\_\_\_

**~IDENTIFICATION WILL BE REQUIRED WHEN PICKING CHILD UP~**

Parent/Guardian (1st contact) \_\_\_\_\_

Day phone \_\_\_\_\_

Parent/Guardian (2nd contact) \_\_\_\_\_

Day phone \_\_\_\_\_

**RELEASE AUTHORIZATION** (persons other than parents)

Name (3rd contact) \_\_\_\_\_ Phone \_\_\_\_\_

Name (4th contact) \_\_\_\_\_ Phone \_\_\_\_\_

**HEALTH & SAFETY INFORMATION**

Medical Conditions/Accommodation: \_\_\_\_\_

Allergies: \_\_\_\_\_

Staff may apply sunscreen to my child as the need arises.

Custody Agreement (If yes, a copy of the agreement must be kept on file with the Preschool Program Office.)

**IMPORTANT PROGRAM INFORMATION** *\*More information on reverse\**

**Potty-Trained- NO EXCEPTIONS!** The child must be completely potty trained in order to participate in the program. No Pull-Ups, No Exceptions.

**Age Requirements:** Child must be the age listed for the program in order to begin. No exceptions will be made. This is based on the Vista Unified School District guidelines for entering Kindergarten.

**Field Trips:** Throughout the school year we will be taking a total of 3 field trips. Cost of the trips will be no more than \$15 for one child & one adult (additional siblings/adults will cost extra). The locations will be Bates Nut Farm (pumpkin patch), San Diego Zoo Safari Park & Sea World. A parent/guardian is required to attend. Transportation is not provided by the program. We will meet at the location the day of the trip. Classes will be combined on that day and will run from 10:00am to 1:00pm.

**Snack:** Each child will be assigned at least one day during the session that they are responsible to bring the ingredients listed on the snack list. It is very important that you note the day your child is assigned because it is incorporated into the lesson plan for the day. You will need to provide enough for the entire class and must be brought with the student.

**Close-Toed Shoes:** Children must wear appropriate footwear which means no flip flops or sandals. It needs to be close-toed to protect their feet and avoid any unnecessary accidents.

**Sunscreen:** Please put sunscreen on the child before coming to class. They may go out on the playground which is limited sun exposure. Sunscreen is NOT provided by the program. If you want to send the child with sunscreen, you can check above to give us permission to help put it on.

**Photo / Video Exclusion:** By registering for a City program you are giving the City permission to use your child's photos/videos for marketing and program information material. Please initial here if you do NOT give us permission. You must also sign the Photo / Video Exclusion under the Policies (page 2) of the Registration Form.  

**Refund Policy:**

*Prior to the start of the final day of the session, participants may request a refund or credit. The amount of the refund/credit will be the fee paid less the pro-rated daily rate, based on the number of days elapsed, regardless of attendance, and the processing fee for refunds. All refunds are assessed a processing fee of 25% of the registration fee. All credits expire on July 1<sup>st</sup> immediately after the issue date of credit. All refunds are non-cash and will be processed within four weeks after request. Deposits placed to hold a spot for future programs are non-refundable. Deposits can be applied to the customer account as a credit as long as the request is received before the program begins. If a request for refund/credit is for a one time event, the refund/credit request must be made prior to the start of the event. If you are unable to attend a class/activity after you have registered, you may request a refund or credit by contacting 760-643-5275 or 760-643-5272.*



2017/2018



**Did you read all of the program information and refund policy before signing?**

Print Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**~PLEASE SEE REVERSE FOR WAIVER INFORMATION~  
MUST BE SIGNED & INITIALED IN HIGHLIGHTED AREAS**

# 2016/2017 policies

These policies shall be considered in their entirety and may not be modified, altered, or changed in any form without the express written consent of the City of Vista. Attendance and participation in the Early Childhood Education (E.C.E.) Program is contingent upon agreement to all of the conditions set forthwith.

### Class Philosophy

The City of Vista Early Childhood Education Program is committed to a simple yet comprehensive philosophy focused on your child's wellbeing: be safe, build positive relationships and make it fun. This philosophy is the basis in which our program operates, staff are trained and activities are developed. This program is curriculum based, not play based.

### Dress Code

Students should wear comfortable clothes that will allow them free range of motion to participate in recreational and athletic activities. Clothes may get soiled with dirt, grass, paint, glue, etc. **Unacceptable Attire: sandals, flip-flops, open-toed shoes, revealing clothing, apparel that displays/promotes drugs, alcohol, tobacco, or gang references and excessively loose or baggy pants.**

### Fully Potty-Trained- No EXCEPTIONS

Students must be full potty-trained in order to participate in the program. This includes NO pull-ups. The facility provides the students with a restroom dedicated to the preschool program. This restroom is only open to the preschoolers, no public or adults are allowed to use it.

### No Personal Items/Electronic Devices

Students are **NOT** permitted to bring any personal items from home. This often increases the likelihood of them getting lost, stolen or damaged. In addition, students shall not borrow, lend or trade items while at school. The staff reserves the right to confiscate any and all personal items as issues arise. Confiscated items will be returned to the parent at the end of the day.

### Lost Items

The City of Vista is **NOT** responsible for any personal items that may have been lost, stolen or gone missing during the program.

### Snack

Each child will be assigned at least one day/session they are responsible for snack. **It is very important that snack arrive with the student.** That is when the teacher has the opportunity to get it set up. A snack list will be e-mailed prior to each session.

### Field Trips/Transportation

Field Trips are an additional cost with the Early Childhood Education program. The cost is minimal but they are not included in the cost of the program. The 3 locations we go to are Bates Nut Farm, San Diego Safari Park and Sea World. Once the field trip is booked we will provide parents with the information. Payments must be made in cash directly to the office. The teacher DOES NOT take any type of payments. The office will provide you with a receipt for the transaction and any additional paperwork / information you may need. Transportation is provided by the parent and parent/guardian must attend.

### Photography Wavier

I permit the City of Vista to use and publish photographs and/or videotapes of me, my child or my ward for purposes of promoting recreation activities to the community through any media channels. **To exclude your child from being used in marketing material (photos or videos) you must sign here and initial on the first page.**

### Late Pick-up

Students that are picked up late from class are subject to late fees. Fees are as follows: 1-5 minutes, \$5; 6+ minutes, \$1 per minute. Late fees shall be collected at the time of pick up and are per child. Child protective services may be notified if students remain more than an hour without contact from the parent. Habitual tardiness could result in dismissal from the program.

### 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 City of Vista employees, when neither of the parents or guardians can be contacted, I hereby give my consent for emergency medical treatment as shall be necessary under the circumstances by any physician licensed under the laws of the State of California. I further understand that I shall be solely responsible for all costs associated with the emergency medical treatment provided.

### Transfer Requests

The City of Vista E.C.E. will honor transfer requests provided the session requested is available and is an appropriate age group. Children must meet the age requirements in order to participate in the program.

### Refund Policy

Prior to the start of the final day of the session participants may request a refund or credit. The amount of the refund/credit will be the daily prorated fee, based on the number of days elapsed, regardless of attendance, and the processing fee for refunds. Preschool refunds/credits are based on a pro-rated amount. All refunds are assessed a processing fee of 25% of the session fee. All credits expire on July 1<sup>st</sup> immediately after the issue date of credit. All refunds are non-cash and will be processed within four weeks after request. If a request for refund/credit is for a one time event, the refund/credit request must be made prior to the start of the event. If you are unable to attend a class/activity after you have registered, you may request a refund or credit by contacting 760-643-5272 or 760-643-5275.

### Early Childhood Education (E.C.E.) Policies

I agree to comply with all the rules and regulations of the City of Vista, Recreation & Community Services Department regarding all program fees, enrollment guidelines, schedule of events, and other policies specified in the Parent's Handbook issued by the Early Childhood Education Program. I understand and agree that the City of Vista, a chartered municipal corporation will not assume responsibility for a child who has not been properly signed in when he/she arrives for the day or signed out when he/she leaves for the day.

### Early Childhood Education (E.C.E.) Parent Handbook

The City of Vista Day E.C.E. Program makes available the Parent Handbook that includes program information, policies and procedures. Please contact the Office to request a copy. If you would like clarification on anything herein, contact the office at 760-643-5272.

### Communication

All communication will be handled through the office. The students are not allowed to call the parents directly, the staff will be the point of contact.

Student's Name \_\_\_\_\_ (please print)

Parent/Guardian Name \_\_\_\_\_ (please print)

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



### OFFICE USE ONLY

Program Policies       Excel Registration (staff \_\_\_\_\_)       Additional Waiver (MUST HAVE!)  
Sessions:  1     2     3     4     5     6 (1st in full / \$10 deposits for additional sessions)

CITY OF VISTA  
RECREATIONAL PARTICIPANT EXPRESS ASSUMPTION OF THE RISK,  
RELEASE, WAIVER AND INDEMNITY AGREEMENT

PROGRAM: Early Childhood Education (Smart Start / Ready Set Learn)

No PARTICIPANT may participate with the Program unless and until this form is initialed & signed by the PARTICIPANT (or the PARTICIPANT's parent/legal guardian if applicable)

**EXPRESS ASSUMPTION OF THE RISK**

Recreational sports and activities **INVOLVE INHERENT RISKS OF INJURY, DEATH OR PROPERTY DAMAGE** that no amount of care, caution, instruction, or expertise can eliminate. Participation in recreational sports and activities **ALSO EXPOSES ONE TO ADDITIONAL RISKS**, whether inherent or not, caused by things such as conditions of property, equipment provided or conduct of others, including other participants, spectators, or employees/agents/independent contractors of the City of Vista. These risks can be encountered whether or not actually participating in the recreational sport or activity. **PARTICIPANT FREELY ASSUMES ALL RISKS WHETHER OR NOT SPECIFICALLY DELINEATED.** \_\_\_\_\_(Initial)

**RELEASE AD WAIVER OF LIABILITY**

In consideration for permission to participate in the program, the undersigned agrees to **FOREVER RELEASE, DISCHARGE, AND WAIVE ANY AND ALL LIABILITY CLAIMS OR DEMANDS AGAINST THE CITY OF VISTA** or their employees/agents/independent contractors/volunteers ("Releasees") that the **UNDERSIGNED, HIS OR HER PERSONAL REPRESENTATIVE(S), SUCCESSOR(S) IN INTEREST, ASSIGN(S), HEIR(S), OR DEPENDENT(S)** has or might have against Releasees, whether or not caused by the negligence of Releasees or any other person or entity, arising out of participation in the program. \_\_\_\_\_(Initial)

**INDEMNITY**

In consideration for permission to participate in the program, the **UNDERSIGNED, HIS OR HER PERSONAL REPRESENTATIVE(S), SUCCESSOR(S) IN INTEREST, ASSIGN(S), HEIR(S), or DEPENDANT(S)** AGREE TO **INDEMNIFY, HOLD HARMLESS AND DEFEND** Releasees from any legal obligation or liability, whether or not caused by the negligence of Releasees or any other person or entity, arising out of participation in the program. The duty to defend exists independently of any duty to indemnify. \_\_\_\_\_(Initial)

**ACKNOWLEDGEMENT**

By signing the **THIS EXPRESS ASSUMPTION OF THE RISK, RELEASE, WAIVER, AND INDEMNITY AGREEMENT ("AGREEMENT")**, the undersigned acknowledge(s) that: (1) participation in recreational sports and activities is voluntary and does not involve public interests; (2) that the **AGREEMENT** has been read and understood; and (3) that the **AGREEMENT is a contract that EXTINGUISHES CERTAIN LEGAL RIGHTS AND IMPOSES OTHER LEGAL OBLIGATIONS**. Failure to initial where indicated above does not invalidate the **AGREEMENT**. Additionally, if the Participant is a minor his or her custodial parent or legal guardian must read and execute this **AGREEMENT** and by signing agrees to be bound by the **AGREEMENT** and agrees to bind the minor to the **AGREEMENT**.

Participant's Name (Print) \_\_\_\_\_

Parent/Legal Guardian Name (Print): \_\_\_\_\_

Relation \_\_\_\_\_

*By signing you are agreeing to the waiver, program information and refund policy.*

Signature of Parent/Legal Guardian: \_\_\_\_\_

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

(Please Print Clearly)