



ROUDENBUSH SCHOOL AGE CHILDREN'S CENTER

65 Main Street Westford, MA 01886 978- 496-1707



SUMMER ADVENTURES 2019



**CHECKLIST AND REGISTRATION CONTRACTS SHOULD BE COMPLETED 2 WEEKS PRIOR TO YOUR CHILD'S START DATE
ALL FORMS ARE REQUIRED AND MUST BE COMPLETED IN THEIR ENTIRETY**

Summer Adventures 2019 Registration Checklist:

- ☐ Roudenbush School Age Summer Adventures 2019 Registration Forms
 - ✓ *Client Info - Emergency Contacts/Transportation/Child Release Consent - Policy Agreement form*
 - ✓ *Program Choice form with payment*
 - ✓ *Sunscreen Application Permission - Walking Field Trip Permission – Photo Permission form*
NOTE: Sunscreen is required, labeled with child's name, to stay at the program.
 - ✓ *Proof of physical exam within 1 year of child's start date (in addition to copies filed from the school year)*
- ☐ Field trip permission slips and payment must be turned in by the week prior to the scheduled event
 - ✓ *Non-refundable*
- ☐ \$25.00 non-refundable registration fee (per family) by check made payable to TRCCI

NOTE: Full Payment is due upon registration unless on an EXISTING monthly payment option. Registration packets that are incomplete or missing required paperwork will be returned and enrollment will not be effective until they are completed in their entirety.



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CLIENT INFORMATION

Child's Name:	Age:	DOB:
Address:	Phone:	
Mother/Guardian:	Cell Phone:	
Father/Guardian:	Cell Phone:	
Email address for billing and correspondence:		
LIST ANY ALLERGIES, SEIZURES, CONDITIONS OR MEDICAL INFO (INDIVIDUAL HEALTH CARE PLAN MAY APPLY):		

EMERGENCY CONTACTS – TRANSPORTATION PLAN - CHILD RELEASE CONSENT

EMERGENCY CONTACTS AVAILABLE WITHIN APPROXIMATELY 30 MINUTES IF PARENT/GUARDIAN CANNOT BE REACHED

#1 Name	Relationship	Address
Phone Numbers		
#2 Name	Relationship	Address
Phone Numbers		
#3 Name	Relationship	Address
Phone Numbers		

By signing below, I authorize staff at Roudenbush Children's Center who is trained in the basics of First Aid / CPR to give my child First Aid / CPR when appropriate. I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if a parent or legal guardian cannot be reached, I hereby authorize the program to release my child to one of the emergency contacts listed above or transport my child to the nearest medical care facility or to my preferred hospital listed above and to secure necessary medical treatment for my child. I also give permission to the physician selected by the school to hospitalize, secure proper treatment for, and to order injection, anesthesia, or surgery for my child as indicated. I will accept responsibility for any expenses incurred in handling this emergency care.

TRANSPORTATION PLAN & CHILD RELEASE CONSENT (Place a mark next to appropriate ARRIVE/DEPART selections below.)

My child will ARRIVE at program by ☐ PARENT ☐ OTHER. My child will DEPART program by ☐ PARENT ☐ OTHER.

RELEASE CONSENT: In the event that I cannot pick up my child for any reason, by signing below, I hereby authorize The Roudenbush Children's Center to release my child to individuals listed on my emergency contacts above (photo ID required).

POLICY AGREEMENT - REGISTRATION/CANCELLATIONS/CHANGES/WITHDRAWALS/TUITION REFUNDS

- Registration Fee:** Non-refundable \$25.00 registration fee per family.
- Registration Discount:** Register and pay for 6-plus weeks and receive 5% off the weekly fee (excluding add-ons).
- Sibling Discount:** Siblings receive a discount of 10%.
- Cancellations:** No cancellations will be allowed once your child is registered.
- Changes:** Changes may be made if space is available. All change requests must be made in writing and submitted at least 2 weeks advance. Changes must be more or equal to original cost.
- Tuition Refunds:** There will be no refunds or credits once the program begins. There will be no refunds based upon illness, inclement weather closing, vacations or other legitimate conditions beyond the control of the School Age Program or Roudenbush Community Center.
- Field Trips:** Field trips must be **paid for in full** the week prior to the scheduled event and are **non-refundable**. The Program reserves the right to change field trips depending upon attendance for each week as well as weather. Parents will be notified of field trip changes by email and postings. In the event that a field trip is cancelled the morning of its intended date, parents will be notified by postings, teachers or phone calls. **Field Trip participation is required for children enrolled on Field Trip days.**

By signing below, I acknowledge that I have read the consent to policy agreement above and will review the R.C.C Parent Handbook at Roudenbush.org; School Age tab, and agree to its terms and conditions that apply.

Parent/Guardian Signature _____ Date _____

Program Director Signature _____ Date _____



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PLEASE CIRCLE YOUR PROGRAM CHOICE, DAYS ATTENDING AND WEEKS

CIRCLE PROGRAM CHOICE			CIRCLE DAYS ATTENDING	CIRCLE EACH WEEK ENROLLING
Available Hours	Weekly 5 days	Daily 2-4 days week	<small>DAYS SELECTED MUST REMAIN THE SAME THROUGHOUT THE SUMMER</small>	<small>5% DISCOUNT ON 6 OR MORE WEEKS ENROLLED</small>
7:00-6:00	\$310	\$70	M T W TH F	WEEK 1 2 3 4 5 6 7 8 9
7:00-4:00	\$275	\$57	TOTAL TUITION >	\$ _____ <i>Transfer to box C. Discounts will be applied in box D.</i>
Ext. Day 4:00-6:00	\$50	\$15		

THEMES AND ACTIVITIES PLANNED

WK	DATES	THEME	FIELD TRIPS		COST
1	June 24 - 28	Adventure Land	Great Brook Farm (Carlisle, MA)	Thursday, June 27	\$25.00
2	July 1 – 5 Closed 4 & 5	Stars & Stripes	Tie Dye (In-House)	Wednesday, July 3	\$5.00
3	July 8-12	Culinary Kids	Master Chef Day with Lauren Smith & Kona Ice Truck (both In-House)	Tuesday, July 9 Thursday, July 11	\$15.00 Free
4	July 15-19	Wacky & Wonderful	Face Escapes (In-House)	Wednesday, July 17	\$5.00
5	July 22-26	Awesome Amazing	Butterfly Place (Westford, Ma) Southwick Zoo (Mendon, MA)	Monday, July 22nd Wednesday, July 24	\$10.00 \$30.00
6	July 29 – Aug 2	Sports Mania	Mr. Ben's Sports and Fitness Class & Wamesit Lanes Bowling & Arcade	Monday, July 29th Wednesday, July 31	\$10.00 \$30.00
7	August 5-9	Mad Science	EcoTarium & Show (Worcester, MA)	Tuesday, Aug. 6th	\$35.00
8	August 12-16	Artful Antics	Kathy Dunn Art Class (In- House)	Thursday, Aug. 15th	\$15.00
9	August 19-23	'Roudy's' Creative Carnival	Field Day & Bouncy Houses (In-House)	Wednesday, Aug.21	FREE Lunch Provided

CHILD'S NAME _____ DOB _____

Parent/Guardian Signature

Date

FOR BUSINESS OFFICE USE ONLY

A	\$25.00 Registration Fee	\$
B	Summer Tuition \$ _____	\$
C	Discounts applied _____ Sibling _____ 6+ weeks (adding unscheduled days will not be discounted)	\$
D	_____ EXISTING ACH ACCOUNT: PAYMENT JUNE/JULY (Automatic Withdrawal) _____ CHECK IN FULL: CHECK # _____	Balance Due \$



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CHILD'S NAME _____ DOB _____

SUNSCREEN APPLICATION PERMISSION

- ☐ REQUIRED - I agree to apply sunscreen in the morning before my child comes to the Roudenbush School Age Program. The Program staff only applies sunscreen in the afternoon.
- ☐ REQUIRED - I will provide (brand name) _____ sunscreen labeled with my child's full name and I give permission for my child and School Age staff to apply this sunscreen to my child in the afternoon.

WALKING FIELD TRIP PERMISSION

EXTRA STAFF AND MOBILE DEVICES WILL BE PRESENT

MY CHILD has my permission to walk with his/her classroom to the following locations (check all that apply):

- ☐ Fletcher Public Library ☐ Town Common ☐ Westford Police Station
- ☐ Location within 1 mile radius of The Roudenbush Community Center

PARENT/GUARDIAN WILL BE NOTIFIED IN ADVANCE THROUGH PROGRAM POSTINGS OF A WALKING FIELD TRIP

PHOTO PERMISSION

(Please initial all that apply.)

I give permission for my child to be photographed for:

- _____ Program activities
- _____ Publications without name (newspaper, brochures, etc.)
- _____ Publications with name (newspaper, brochures, etc.)

I UNDERSTAND THAT THIS PACKET BECOMES A PERMANENT PART OF MY CHILD'S FILE AND MY SIGNATURE BELOW INDICATES THAT I HAVE COMPLETED ALL REQUIRED INFORMATION TO THE BEST OF MY KNOWLEDGE.

Parent/Guardian Signature

Date