



PARK DISTRICT OF LA GRANGE BEFORE & AFTER SCHOOL RECREATIONAL EXPERIENCE PROGRAM

2022-2023 Registration/Emergency Form – SFX Pre-K through 8th Grade

Student's Legal Name: Last _____ First _____ Middle _____ Location: SFX Main Campus _____ 2022-23 Grade _____ Age _____

Address _____ City & Zip _____ Primary Email _____

Primary Phone _____ Cell Home Phone Cell Home

In order to provide the best care for your child, please answer the following. Failure to provide this information may delay your child's attendance in the BASE program. PLEASE WRITE LEGIBLY SEPARATE FORM REQUIRED FOR EACH CHILD

Does your child have any special needs or is your child receiving any special services from school or other agencies?
 Yes No *If yes, please attach a separate explanation with details.*

Does your child have any health or dietary problems that may affect his/her activities or diet (e.g. epilepsy, rheumatic fever, diabetes, allergies, heart trouble, etc.)? Yes No *If yes, please attach a separate explanation with details.*

Father's Name _____ Employer _____ Work _____
Email _____ Cell _____ Phone _____

Mother's Name _____ Employer _____ Work _____
Email _____ Cell _____ Phone _____

Child resides with: both parents mother father other _____

In addition to those listed above, in case of an emergency we have your permission to contact and/or release your child to:

Name _____ Phone _____ Relationship _____
Name _____ Phone _____ Relationship _____
Name _____ Phone _____ Relationship _____
Name _____ Phone _____ Relationship _____
Doctor's Name/Phone _____ Hospital Preference _____

Signature of Parent/Legal Guardian _____ Date _____
Students may begin BASE after their information is reviewed and verified / Parents will receive an email confirmation

Please indicate choice:

FULL TIME - Before & after school care consistently throughout school year Monday – Friday 1 or more days/wk

AM Before School Care Monday – Friday 1 or more days/wk

PM After School Care Monday – Friday 1 or more days/wk

\$50 REG. FEE PER CHILD NO REFUNDS

Make checks payable to: PDLG

PLEASE NOTIFY BASE SUPERVISOR IF ANY INFORMATION CHANGES

OFFICE USE Received:

Date _____

Time _____

Staff Initials _____

Payment \$50: Cash Credit Card

Check # _____

PLEASE SIGN WAIVER ON REVERSE SIDE

Park District of La Grange / Before & After School Program - BASE Participation Waiver 2022-2023

PROGRAM WAIVER & RELEASE OF ALL CLAIMS & ASSUMPTION OF RISK

Warning of Risk: Recreational programs are intended to challenge and engage the physical, mental, and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning, and equipment, there is still a risk of serious injury when participating in any recreational program. Understandably, not all hazards and dangers can be foreseen. Depending on the particular activity, participants must understand that certain risks, dangers, and injuries due to inclement weather, slipping, falling, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defect, inadequate or defective equipment, inadequate supervision, instruction or officiating, and all other circumstances inherent to indoor, outdoor, and water related recreational programs exists. In this regard, it must be recognized that it is impossible for the Park District of LaGrange to guarantee absolute safety.

Waiver and Release and Assumption of Risk: Please read this information carefully and be aware that in registering for and participating in this program, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with this program (including transportation services, when provided, and exposure to communicable disease). I recognize and acknowledge that there are certain risks of physical injury to participants in this program and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program against the Park District of LaGrange, including its officials, agents, volunteers, and employees (hereinafter collectively referred to as "Park District of LaGrange").

Aquatics: I specifically recognize and acknowledge that there are certain inherent risks of physical injury to patrons of aquatic facilities, and I voluntarily agree to assume the full risk of any injuries, damages or loss, regardless of severity that my minor child/ward or I may sustain as a result of participating in any and all activities and programs connected with or associated with use of aquatic facilities. I further recognize and agree that lifeguards and other aquatic staff are not responsible for supervising my activities or the activities of my minor child(ren) and I agree that I am solely responsible for supervising my minor children and/or assessing whether my children are physically fit and/or adequately skilled for aquatic activities. I additionally agree to supervise any children ages 7 and under at all times.

Release: I do hereby fully release and forever discharge the Park District of LaGrange from any and all claims for injuries, damages or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with this program.

Photo/Video Policy and Warning: Photos and video footage are periodically taken of people participating in a Park District program or activity, attending a class or event, or using District facilities or property. Please be aware that by registering for a program or class, participating in an activity, attending an event, or using District facilities or property, you authorize the District to use these photos and video footage for promotional purposes in District publications, advertising, marketing materials, brochures, event flyers, social media (including Facebook, YouTube, Instagram, Twitter, and other social media sites operated by the District), and the District's website without additional prior notice or permission and without any compensation to you. All photos and videos are property of the District.

By registering for this activity, I have read and fully understand the above, warning of risk, assumption of risk, waiver and release of all claims, photo/video policy and warning, and behavior code of conduct. If registered online, my online signature will be substituted for and have the same legal effect as an original hard copy signature.

PARTICIPATION WILL BE DENIED if the signature of adult participant or parent/guardian and date are not included.

Name of Child

Signature of Parent/Legal Guardian

Date

BASE Policies & Procedures 2022-2023

Issued 5/5/2022

Saint Francis Xavier



Please carefully review the BASE policies and procedures listed below.

1. Schedules with payment for the first 2 weeks of BASE care (8/23/2022 – 9/2/2022) for the 2022-2023 school year are to be submitted at the Park District of La Grange between Monday, August 15th and Friday, August 19th. If we do not receive your schedule by 5:00pm on Friday, August 19th BASE care will not be available to you until the week of September 5th provided that a schedule for that week is submitted no later than September 1st.
NOTE: There is NO online option for schedules for the first two weeks of BASE.
Important: Schedules for the first 2 weeks of BASE care will not be accepted after Friday 8/19 at 5pm—no exceptions
2. For the remainder of the school year, schedules and payments are due each week by Thursday for the following week of BASE care (***see #3 for holiday week deadlines***). Your BASE supervisor can accept your schedule at the school BASE room if you are paying with a check. The Park District can accept your schedule with payment by check, cash, or credit/debit card up until 8pm on Thursday. The deadline for online schedules is 9pm on Thursday. Late fees will apply if your schedule is not submitted on time. You may submit schedules/payments for multiple weeks at a time if so desired. *Schedules cannot be submitted to the school office(s).*
3. Holidays: **Schedules and payments are due on the Thursday prior to the holiday break while school is still in session.** This includes Thanksgiving, winter break and spring break weeks. Late fees will apply if your schedule is not submitted on time.
4. Late schedule fees:
\$5 per child for schedules submitted on Friday, Saturday, or Sunday for the following week of care
\$10 per child for schedules submitted on Monday for the current week of care
\$15 per child for schedules submitted on Tuesday for the current week of care
\$20 per child for schedules submitted on Wednesday or later for the current week of care
5. Late schedule submission:
Late schedules may be submitted at the Park District on Friday, Saturday, and Sunday (subject to current Park District hours). After Sunday, late schedules may be turned in to the school BASE supervisor with payment by check or at the Park District if you are paying with a credit/debit card or cash.
6. Pro-rated weeks: Fees are only prorated for weeks with three days or less of school.
7. There are no refunds or credits for missed days once your schedule is submitted.
8. There are no electronics, games or outside toys of any sort allowed at BASE (cell phones, I-pads, I-pods, etc.)
9. No outside food is allowed at BASE to ensure the safety of children with allergies.
10. School day off specialty camps: Information on specialty camps will be available through your BASE supervisor, provided via email and posted on the BASE website. The dates, fees and registration deadlines will be listed. Please review the information and note all deadlines. Specialty camps are held at the Park District recreation center.

11. Specialty camp refunds: No refunds will be issued for specialty camps once the registration deadline date is reached. The decision to run a camp is based on the number of children registered on the deadline date. If the Park District cancels a camp, full refunds will be issued.
12. Please call or email your child's BASE supervisor if your child will not be in attendance or if you have a schedule change. It is imperative that your supervisor be advised if your child will miss a scheduled day of care.
13. It is the responsibility of every parent to provide a current email address and notify us of an email change during the school year. Important BASE information is provided regularly via email and parents/guardians are responsible for reading all communications. Please note that school BASE supervisors cannot verbally inform parents of all policies, program news, camp information, etc., due to the magnitude of information. You may also check the sign-in table in your BASE room for hard copies of pertinent information.
14. If your child has a special accommodation, we need to be aware of, please make sure you attach the appropriate documentation with the registration form when registering. If the information is not provided, it may delay your child from attending BASE. We want to make sure we have the information needed to ensure your child is successful in the BASE program.
15. BASE follows all mask mandates directed by SFX.
16. Additional guidelines and policy revisions may be issued throughout the school year.

Park District Hours as of 5/5/2022 (subject to change)

8:00am-8:00pm Monday – Thursday

8:00am-5:00pm Friday

9:00am-4:00pm Saturday

12:00pm-5:00pm Sunday

I have read and acknowledge the BASE program information above.

Child/Children's Name(s)

Parent/Guardian Signature

Date



The Before and After School
Recreational Program
Parent and Student
Computer Usage Policy
2022-23

The BASE program provides computers to use in the BASE program on a daily basis. SFX also issues computers and tablets for student's daily use. The BASE students are expected to use the computers with respect and good practice. The computers are property of the BASE program and/or SFX. The internet/computer usage will be monitored by the BASE staff. The BASE staff make every attempt to monitor the student's usage however, it is expected that each student use appropriate judgement and follow the policies when using the computers.

The computers are provided to assist and support the students in learning. This means computer usage for homework purposes and/or educational research/support/games. Consequences will be issued to students not following the computer policy.

Policy:

- Viewing material that does not uphold high moral standards (Ex. YouTube, gaming sites)
- Viewing material without the staff's permission
- Attempts to access blocked materials or passwords
- Engaging in any inappropriate activity on line or on the computer
- Any abuse to the computer (as throwing it, slamming it closed, etc.)

1st Offense- We will speak with the student and re visit the computer policies

2nd Offense- Loss of computer privileges for 1 day

3rd- Offense- Loss of computer privileges for 1 week

4th- Offense- Loss of computer one month

5th- Offense-Loss of privileges for the remainder of the school year

Please sign and date indicating that you have read and agree to the policies stated in the computer policy.

Students must sign the policy agreeing to the computer usage policies.

“I understand that the BASE computers and school issued computers and tablets are provided for my usage during the BASE program. I understand I am responsible to use the computers appropriately and care for the computer in a gentle manner. I also understand that not following the computer policy will result in the loss of the computer privileges at BASE.”

Student Name: (please print) _____

Student Signature: _____ Date: _____

Grade level: _____

Parent Name: (please print) _____

Parent Signature: _____ Date: _____

Dear BASE Parents,

We will be taking many photos of our children this year to celebrate their learning, show off their cooking skills and any special events planned in the Park District of La Grange BASE program. I may share a few of the wonderful photos on our picture boards or make them available for professional publications, including The Suburban Life, Chicago Tribune, The Doings and the Patch. May we have permission to include photos of your child?

PHOTOGRAPH RELEASE

Date: _____

Child's Name: _____

Address: _____

Guardian: _____

I, hereby, grant the Park District of La Grange (BASE Program) to photograph pictures and portraits of my child in which he/she may be included in whole or in part, in color or black and white, made through any media by the photographer in the classroom or elsewhere, including the use of any printed matter in conjunction with such photographs.

I, hereby, waive my right to inspect and/or approve the finished photograph copy or printed matter that may be used in conjunction with such photographs, or the eventual use that might be applied.

I, hereby, release and discharge the above, its assign, and all persona acting under its permission or authority or those for whom it is acting, from and against any liability that may occur in the taking of photographs, or reproductions of the finished product.

I, hereby, consent to the use of these photographs without financial compensation.

I have read the foregoing release and warrant that I fully understand the contents thereof.

Child's Name

Guardian's Signature

Date

***Teacher's Name** _____

268a

Child Photo Safety Form

Last Name: _____

First Name: _____

Eye Color: _____

Hair Color: _____

Attach
Picture
Here

