



Ridgedale Child Enrichment Program, Inc.
1831 Hickory Valley Road Chattanooga, TN 37421
Cell: 423-704-8203 Office: 423-499-0994
CommunityKidsRidgedale@gmail.com
www.ridgedalebaptist.org
@CKCampRidgedale

Dear Parents,

Thank you for your interest in Community Kids. This ministry seeks to provide a caring, nurturing, and enriching environment for children in our community which addresses the need for quality care after school. Our program operates every school day (including half-days), beginning August 12, 2020. We will be open in the afternoons from school dismissal until 6:00pm.

Please be sure to read through and complete the following documents:

- ◆ Registration Form (page 2 of this packet)
- ◆ Permission and Release Form (page 3 of this packet)
- ◆ Behavior and Disciplinary Policies (page 4 of this packet)
- ◆ Weeks Attending/ Financial Agreement (page 5 of this packet)
- ◆ Child Dismissal Form (page 6 of this packet)
- ◆ Medical Release Form– **must be notarized** (page 7 of this packet)

We have an exciting year planned with many daily activities. Some of the activities are snack time, homework, reading, computer lab, recreation, playground, game room, arts & crafts, and Bible Club. On Fridays, we have kid's choice, large recreation activities, movie day, game rotations, & Worship.

The **cost of our program** is as follows:

After-school care \$40/week

*There will be a 10% discount if you choose to pay your fees monthly.
If you have more than one child, each additional child will be \$10 off per week.*

There is a \$55 registration fee and \$40 deposit per child at time of registration for the school year and should be enclosed with the registration forms.

***** Due to Covid-19, prices are subject to change depending on HCDE Phase*****



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2020-2021 Community Kids Registration

1831 Hickory Valley Road Chattanooga, TN 37421 ♦ Phone: 423-704-8203 ♦ E-mail: CommunityKidsRidgedale@gmail.com
Facebook: @CKCampRidgedale ♦ Instagram: @CKCampRidgedale

Student's Name Last _____ First _____

Address _____

City _____ State _____ Zip _____

Age _____ Date of Birth ____/____/____ Male _____ Female _____

School attending this year (2020-2021) _____ Grade _____

Church currently attending _____

Student is in the custodial care of _____

Primary Contact Information for Custodial Parent(s)/Guardian(s):

Name _____ Relationship to student _____

E-mail Address: _____ Home Phone (____) _____

Address _____ City _____ State _____ Zip _____

Employer: _____ Cell Phone (____) _____ Work Phone (____) _____

Secondary Contact Information for Custodial Parent(s)/Guardian(s):

Name _____ Relationship to student _____

E-mail Address: _____ Home Phone (____) _____

Address _____ City _____ State _____ Zip _____

Employer: _____ Cell Phone (____) _____ Work Phone (____) _____

In Case of Emergency (other than those listed above):

Name _____ Phone (____) _____ Relationship to student _____

Name _____ Phone (____) _____ Relationship to student _____

Permission and Release

I give permission for my child to participate in the activities (including off campus field trips) of Community Kids/Camp Ridgedale. I also give permission to obtain necessary medical attention in case of sickness or injury to my child.

I, the undersigned, do hereby verify that the information given is correct and I do hereby release and forever discharge all sponsors, staff, and employees of Ridgedale Child Enrichment Program, Inc. and Ridgedale Baptist Church from any and all claims, demands, actions or causes of action, past, present or future arising out of damages or injury while participating in Community Kids/Camp Ridgedale. I agree to indemnify all sponsors, staff, and employees of Ridgedale Child Enrichment Program, Inc. and Ridgedale Baptist Church for any and all claims, demands, actions, or causes of action, past, present or future arising out of any damage or injury caused by my child while at Community Kids/Camp Ridgedale.

Parent/Guardian Signature _____ Date _____

I understand that my electronic signature or hand-written signature represents my agreement to these terms and conditions.

Permission Transport

I give permission for my child to travel by private transport for off campus activities. I understand that in order to provide transport, the driver must be the holder of a current driver's license with proper endorsements and that vehicle(s) must be registered and covered by compulsory Third Party Insurance.

Parent/Guardian Signature _____ Date _____

I understand that my electronic signature or hand-written signature represents my agreement to these terms and conditions.

Photo and Video Release

I give permission for my child to be photographed and/or videotaped by the staff of Ridgedale Child Enrichment Program, Inc. and Ridgedale Baptist Church approved by the Director of the program for purposes of advertising, public relations, and family enrichment. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Parent/Guardian Signature _____ Date _____

I understand that my electronic signature or hand-written signature represents my agreement to these terms and conditions.

Behavior and Disciplinary Policies

Bullying Policy

At Community Kids bullying is inexcusable, and we have a firm policy against all types of bullying. Each camper is expected to treat all other campers with respect, and to help each other achieve the best possible experience. If a child has difficulty meeting this expectation, parents may be called upon to assist.

Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their campers. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with a positive camp experience.

Behavior Guidelines

Please, read and sign off on our behavior policy with your child before returning registration.

We expect children to act respectfully at all times while on our property or participating in our programs. Children are to behave in a mature, responsible way and respect the rights and dignity of others.

Actions will reflect these Four Core Values:

- ♦ Children take **Responsibility** for their actions.
- ♦ Children **Respect** themselves, each other, camp equipment and the environment.
- ♦ **Honesty** will be the basis for all relationships and interactions.
- ♦ Children will be **Caring** in their relationships with others.

Children should talk to any staff member if they are uncomfortable with any experiences or need assistance while at Community Kids.

Discipline Procedures

When a child does not follow the behavior guidelines, we will take the following action steps as behavior problems progress.

1. Staff will redirect the child to more appropriate behavior.
2. If inappropriate behavior continues, the child will be reminded of behavior guidelines and camp rules, and the child will be asked to decide on action steps to correct his/her behavior.
3. If the problem continues, a time out, chore, or consequence may be given. One minute for each year of the child's age. The group leader has the prerogative to continue to deal with the problem as long as he/she feels that he/she can handle the situation.
4. If a child's behavior still does not meet expectations and is affecting the experience of other children, he/she will be referred to the Director. The Director, child(ren), and guardian(s) will work together to make a Behavior Improvement Plan.
5. If inappropriate behavior continues, as a final action step the child may be dismissed from Community Kids.

The Director and other office staff may also be called upon to work with entire groups who need additional support and behavior guidance.

Physical violence or bullying towards a child or staff will result in immediate dismissal from program.

Examples of unacceptable behavior:

- ♦ Refusing to follow behavior guidelines or camp rules
- ♦ Using profanity, vulgarity or obscenity
- ♦ Stealing or damaging property (personal or camp property)
- ♦ Refusal to participate in activities or cooperate with staff
- ♦ Disrupting a program
- ♦ Leaving a program without permission
- ♦ Endangering the health and safety of children and/or staff
- ♦ Use of illicit drugs, alcohol or tobacco or sexual conduct of any kind
- ♦ Teasing, making fun or bullying of other campers or staff
- ♦ Fighting of any kind
- ♦ Horseplay at the pool

Fees are non-refundable and child will be ineligible to re-enroll in Camp Ridgedale or Community Kids if dismissed for any reason.

Parent/Guardian Signature _____

Date _____

I understand that my electronic signature or hand-written signature represents my agreement to these terms and conditions.

For Office Use Only

Date Registered: _____

Registration Fee: _____

Group: _____

2020-2021 Community Kids Financial Agreement

Student's Name _____

Grade entering in the Fall of 2020 _____

Please, check either 1 or 2 payment(s) plan you desire:

- Monthly Payment: \$16.00** per week (2days)
due first Monday of every month.
- Weekly Payment: \$20.00** per week (2 days)
due every Monday.

-
- Three Day Hybrid Learning \$90.00** per week
Due every Monday.

*****Pricing is subject to change depending on HCDE COVID –19 Phase*****

If you have more than one child, the 2nd child will be \$10 off per week
and the 3rd child will be \$20 off per week.

*****If you attend both Community Kids and the Three Day Hybrid Learning you will be charged both Three Day Hybrid Learning and Weekly/Month Payment you selected*****

Financial Statement of Commitment

I understand that I must pay a non-refundable \$55 registration fee and \$40 deposit per child at time of registration. The deposit will be credited towards your last full week of Community Kids (May 2021).

I understand that I am financially responsible and agree to pay the amount selected above to Community Kids. As long as my child is enrolled, I will pay the amount, even if my child is absent. I agree that if fees are not paid by the due date I will pay a \$10 late payment fee per week. In addition, I agree to pay a \$1 per minute in late fees each time I am late to pick up my child (after 6:00pm). I understand that if I am more than 2 weeks behind on payment my child(ren) will not be allowed to attend Community Kids until fees are paid.

Make checks/ money orders payable to Community Kids.

We only accept cash, checks, money orders, and/or Venmo (@CKCampRidgedale).

Signature _____ Date _____

I understand that my electronic signature or hand-written signature represents my agreement to these terms and conditions.

Child Dismissal Release Form

We make it a priority to ensure the safety and security of your child(ren) and our facilities. We would like to keep a list of ALL of the possible people you might send to pick up your child(ren). All persons picking up are required to have photo id. This will give us a reference when we see a new face coming to pick up your child(ren). We still ask that you call and leave a message or text (423) 704-8203 (cell phone), or send a note to let us know if anyone other than you will be picking up your child(ren). Thank you for your help in making Community Kids/Camp Ridgedale safe and the sign-out process simple. If at any time changes need to be made to this document we will need your written consent and/or a signature to approve any edits made to this document.

Child/Children's name(s) _____

The following are people who MAY pick up my child/children:

<u>Name:</u>	<u>Relationship to Child:</u>	<u>Phone Number:</u>
_____	(Parent/Guardian)	_____
_____	(Parent/Guardian)	_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

The following are people who MAY NOT under any circumstances pick up my child/children (if applicable):

1. _____
2. _____
3. _____
4. _____
5. _____

Notes:

COMMUNITY KIDS/CAMP RIDGEDALE

Ridgedale Child Enrichment Program, Inc.

MEDICAL RELEASE FORM

Please complete one form per child. All forms **MUST BE NOTARIZED**.

Please complete in black or blue ink to ensure legibility.

Child's Full Name _____
Child's Address _____
City/State/Zip _____
Child's birth date _____ **Age** _____ **Child's SSN** _____ - _____ - _____
Child's Primary Physician _____ **Phone ()** _____ - _____
Parent(s)/Legal Guardian(s) Name _____
Address _____
City/State/Zip _____
Employer _____
Daytime Phone Number () _____ - _____ **Evening Phone Number ()** _____ - _____
Cell Phone Number () _____ - _____ **Cell Phone Number ()** _____ - _____
Is the child currently taking any kind of medication? _____
If so, list the medication and frequency it is to be taken: _____
Is the child allergic to any kind of medication? _____
If so, list what kind of medications they're allergic to: _____
What is the date of the child's last tetanus shot? Month _____ **Day** _____ **Year** _____
List any other known allergies: _____
List any and all medical conditions your child has, such as: diabetes, asthma, heart problems, migraine headaches, epilepsy, sinus trouble, or any other known medical problem including communicable diseases: _____
If your child experiences a headache, what "over the counter" medication may we give them? _____
If your child experiences an upset stomach, what "over the counter" medication may we give them? _____

EMERGENCY MEDICAL AUTHORIZATION

In the event of an emergency; I give permission to the Ridgedale Child Enrichment Program, Inc. and the Ridgedale Baptist Church staff that is with my child to provide and obtain medical assistance for my child. I also give permission to the Medical Personnel selected to secure proper treatment for my child. This medical release form is valid for one year from date of signing when completed properly and notarized.

Parent/Legal Guardian Signature: _____

Insurance Company: _____

Policy Number: _____

In case I cannot be reached, contact:

Name _____ **Phone ()** _____ - _____ **Relation to Camper** _____

Name _____ **Phone ()** _____ - _____ **Relation to Camper** _____

**It is the parent(s) and/or legal guardian(s) responsibility to complete new forms and return to Community Kids/Camp Ridgedale as soon as possible if any of the above information changes.*

State of Tennessee

County of _____

Personally appeared before me, _____ **with whom I am personally acquainted and who acknowledged that he/she is the parent of the above said child. Sworn to and subscribed before me this** _____ **day of** _____.

My commission expires _____

(Notary Public)