



## Manhattan Park District

# The Den Before & After School Program 2020-2021 Registration Form

Registrations must be submitted in-person at the Hansen Community Center or emailed to mpd@manhattanparks.org.  
A separate registration form and fee of \$25 is required for each individual child enrolled.

Child's First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Gender: \_\_\_\_\_  
 Birth Date \_\_\_\_\_ Grade of Child as of August, 2020 \_\_\_\_\_  
 Parent/Guardians Full Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Best # to reach you ( ) \_\_\_\_\_ 2nd Phone # ( ) \_\_\_\_\_  
 Email Address \_\_\_\_\_

Select your desired enrollment option: **We require all children to commit to a 5 day schedule unless they will be a car rider on non-Den days. See page 9 for details.**

		PROGRAM Options	# of Days	Fee	Please select days your child will attend	Which school will your child attend as of August, 2020
Wilson Creek	AM Only		1-5 Days	\$7 per hour	<input type="checkbox"/> M <input type="checkbox"/> TU <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F	<b>Wilson Creek</b> A minimum 1 hour fee will be charged per day/per session your child is registered to attend. <b>*Please note that your schedule must remain the same throughout the school year. Schedule changes are subject to MPD approval*</b>
	PM Only		1-5 Days	\$7 per hour	<input type="checkbox"/> M <input type="checkbox"/> TU <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F	
	AM & PM		1-5 Days	\$7 per hour	<input type="checkbox"/> M <input type="checkbox"/> TU <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F	
		PROGRAM Options	# of Days	Fee	Please select days your child will attend	Which school will your child attend as of August, 2020
Anna McDonald	AM Only		1-5 Days	\$7 per hour	<input type="checkbox"/> M <input type="checkbox"/> TU <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F	<b>Anna McDonald</b> A minimum 1 hour fee will be charged per day/per session your child is registered to attend. <b>*Please note that your schedule must remain the same throughout the school year. Schedule changes are subject to MPD approval*</b>
	PM Only		1-5 Days	\$7 per hour	<input type="checkbox"/> M <input type="checkbox"/> TU <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F	
	AM & PM		1-5 Days	\$7 per hour	<input type="checkbox"/> M <input type="checkbox"/> TU <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F	

# EMERGENCY CARD

Child's First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Gender: \_\_\_\_\_

Birth Date \_\_\_\_\_ Grade of Child as of August, 2020 \_\_\_\_\_

Parent/Guardian Full Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Parent/Guardian Full Name \_\_\_\_\_ Day Phone \_\_\_\_\_

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

**Non-Parent/Guardian Adult Emergency Contacts & Authorized Pick-Ups.** (Please list two individuals who may be contacted in an emergency situation. They should be in close proximity to your child's school and at least 18 years of age)

## Contact 1

## Contact 2

First Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

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

City: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Physician to be called in an Emergency:** Name: \_\_\_\_\_

Phone: \_\_\_\_\_

## Does your child have any allergies to:

Medication \_\_\_\_\_ Yes \_\_\_\_\_ No, What type of medication \_\_\_\_\_

Bee Stings \_\_\_\_\_ Yes \_\_\_\_\_ No, How severe/requires epi-pen \_\_\_\_\_

Food \_\_\_\_\_ Yes \_\_\_\_\_ No, Specify what type of foods \_\_\_\_\_

Specify type of reaction to food & medical response if needed;

Does your child carry an epi-pen or inhaler? \_\_\_\_\_ Yes \_\_\_\_\_ No

Any other conditions or health concerns we should be aware of: \_\_\_\_\_ Yes or \_\_\_\_\_ No, if yes please list

**ADA ASSISTANCE** - The Manhattan Park District strives to comply with the 1990 **Americans with Disabilities Act** (ADA). Please indicate if your child needs special assistance or accommodations to participate in The Den Before & After School Program . YES NO

I VERIFY that the information on my child, \_\_\_\_\_ is complete and accurate. I understand that reasonable measures will be taken to safeguard the health and safety of all participants and that I will be notified as soon as possible in the event of an emergency. In the event of an emergency, if I cannot be reached, I hereby authorize transportation to a medical facility and/or calling my child's physician at my expense, to provide the necessary emergency medical treatment of my child.

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



# Manhattan Park District



## Medication Dispensing Information Waiver and Release of All Claims Form (Page 1 of 2)

This form must be completed for each program session or when medications change.

\*The Manhattan Park District will not dispense medication to a participant until the Permission and Waiver to Dispense Medication and Medication Information Form have been completed by a parent or guardian.

Participants Name: \_\_\_\_\_ Age: \_\_\_\_\_

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

Parent's/Guardian's Name(s): \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Program Name: \_\_\_\_\_

Family Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

MEDICATION NAME	DOSAGE	TIME TAKEN	DOCTOR'S NAME

Please list any possible side effect of medication and which medication they apply to.

\_\_\_\_\_  
\_\_\_\_\_

Please list special dispensing or storage instructions that may apply to the medications and which medications they apply to. \_\_\_\_\_

\_\_\_\_\_

I \_\_\_\_\_ the parent/guardian of \_\_\_\_\_  
(Print Name) (Print Name)

informed the staff of the Manhattan Park District that my child is able to administer his/her medication listed



**Medication Dispensing Information Waiver and Release of All Claims Form (Page 2 of 2)**

**This form must be completed for each program session or when medication changes.**

\*The Manhattan Park District will not dispense medication to a participant until the Permission and Waiver to Dispense Medication and Medication Information Form have been completed by a parent or guardian.

I understand it is my responsibility to give medication (including Inhalers) directly to the program staff in individual dosage container, original prescription containers, or envelopes clearly labeled with participants name and dosage. I also understand, that over the counter medicine such as cough medicine, Tylenol etc., will not be administered.

In all cases the recommended dosage of any medication will not be exceeded. If after administering medication there is an adverse reaction, I give my permission to the Manhattan Park District to secure from any licensed hospital physician and/or medical personnel any treatment deemed necessary for immediate care. I agree to be responsible for payment of any and all medical services rendered.

I recognized and acknowledge that there are certain risks of physical injury in connection with the administering of medications to my minor child. In consideration of the Manhattan Park District administering medication to my minor child, I do hereby fully release or discharge the Manhattan Park District, and its officers, agents, volunteers and employees from any and all claims from injuries, damages and losses I or my minor child may have, arising out of, connected with, incidental to, or in any way associated with the administering of medication. I further agree to indemnify, hold harmless and defend the Manhattan Park District, and its officers, agents, volunteers and employees from any and all claims resulting from injuries, damages and losses sustained by me or my minor child and arising out of, connected with, incidental to or in any way associated with the administering of medication.

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, guardian, ward, or other family member is accurate. I also understand that it is my responsibility to inform the agency if any provided information in the dispensing of medication changes. I will do so by completing another Permission to Dispense Medication Form.

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



# Payment & Tuition Options 2020/2021



By registering your child for The Den program, you agree that you are responsible for the payment of all program fees and costs set forth in the program payment schedule. The Park District offers a multiple family discount listed below for The Den Program. If at anytime the Park District is closed on a billing date, payment will be processed the following business day.

Program Options	AM ONLY	PM ONLY	AM & PM	Registration Fee (Non Refundable)
1 Child	\$7 Per Hour	\$7 Per Hour	\$7 Per Hour	\$25.00 Per Child
2nd Child	\$6.50 Per Hour	\$6.50 Per Hour	\$6.50 Per Hour	\$25.00 Per Child
3rd Child	\$6 Per Hour	\$6 Per Hour	\$6 Per Hour	\$25.00 Per Child

**If you have questions regarding your payment or options please call the Hansen Community Center Administrative office. Absolutely no payments or money will be taken at the program; staff does not have information regarding your account.**

**Late Pick up Fee :** The pick-up time of 6:00 pm for the regular program day is strictly enforced. If the parent is unable to pick up their child by the program end time, it is the parent’s responsibility to make other arrangements. Repeat offenders of late pick-ups will be charged \$10 for the first ten minutes starting at 6:01 pm and then \$ 1.00 per minute after. After 30 minutes and all emergency listings have been called with no response, staff will notify the Manhattan Police Department. The child will be transported by the Police to the Police Station. A late form will be administered and turned into the office where you will be expected to pay your late payment before your next session. If late pick up becomes a habit, your child may be dismissed from the program.

**Late Fees:** A \$5.00 per day late fee will be assessed if the payment is received after the due date. Payments not received within two weeks will result in program suspension.

**Billing:** Manhattan Park District offer various convenient methods for you to pay your invoices:

- ACH-Direct Debit or Credit Card Authorization (See ACH Payment Process or Credit Card Authorization Form)
  - Preferred Option
- E-Pay: Accepting all credit cards or E-checks at no cost to you. This option is located on our website ([www.manhattanparks.org](http://www.manhattanparks.org)) located under “The Den” tab.
  - You will be responsible for making E-Pay payments each week. Late payments are subject to late fees or suspension from the program.

For questions regarding your payment options, please contact our Finance Department at 815-478-3324 ext. 207 or [Ishawver@manhattanparks.org](mailto:Ishawver@manhattanparks.org).



### Billing Responsibility

Please list the responsible person for financial obligations on your child's account. This person will receive all billing information, is responsible for tuition payments, and financial discussion of the account. If you would like multiple parents/guardians to have access to billing information, please provide all information below:

1. Responsible Person: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

2. Responsible Person: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

All invoices will be emailed weekly to the email address provided below:

1. Email address: \_\_\_\_\_

2. Email address: \_\_\_\_\_



**ACH Payment Process or Credit Card Authorization**

“I (We) hereby authorize Manhattan Park District to initiate recurring credit card charges or ACH Payment as indicated below for the purpose of collecting Den related payments. I (we) understand that the charges below referenced credit card or bank account will be based on charges that are due and payable at the time of the credit card/bank transaction. All disputes will be directed to and addressed by and between the Manhattan Park District and the below signed cardholder/bank holder. I (we) understand that to properly affect the cancellation of this agreement, I (we) are required to give the Manhattan Park District written notice of revocation. A minimum of 5 business days is required to affect revocation.

All payments will be charged/debited for The Den fees on the due date as listed on your bi-weekly invoice for the 2020-2021 School year.

Date \_\_\_\_\_

\_\_\_\_\_ **Please debit my checking or savings account as listed below**

Name of Account Holder \_\_\_\_\_

Child’s Name \_\_\_\_\_

Financial Institution: \_\_\_\_\_

ABA/Routing Number: \_\_\_\_\_ Account #: \_\_\_\_\_

Account Type    Checking \_\_\_\_\_    Savings \_\_\_\_\_

Account Holder Signature \_\_\_\_\_

\_\_\_\_\_ **Please charge my credit card listed below**

Child’s Name \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Phone: \_\_\_\_\_

Type of Card \_\_\_\_\_ Visa \_\_\_\_\_ Mastercard \_\_\_\_\_ Discover \_\_\_\_\_ American Express

Cardholder Billing Address \_\_\_\_\_

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

Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Card Security Code \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

**WARNING OF RISK**

Recreational activities or 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 activity. 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, slips and falls, poor skill level, conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating, and all other circumstances inherent to indoor and outdoor recreational activities exist. In this regard, it must be recognized that it is impossible for Manhattan Park District or any other cooperative park district to guarantee absolute safety.

**WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK**

Please read this form carefully and be aware that in registering for and participating in any Manhattan Park District activity or program, or cooperative programs with other park districts, 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(s), including transportation services and vehicle operations, when provided.

I recognize and acknowledge that there are certain risks of physical injury to participants in these programs and activities, 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 these programs against Manhattan Park District or any other cooperative park district, including its officials, agents, independent contractors, volunteers and employees.

**PHOTO DISCLAIMER**

Registrants and participants permit the taking of photos and videos of their persons and children during Manhattan Park District sponsored activities for publication and use as the park district deems necessary.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering via fax, facsimile signature shall substitute for and have the same legal effect as an original form signature.

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

**2020-2021 PARENT MANUAL ACKNOWLEDGMENT**

By signing below, I acknowledge that I have read through and understand The Den 2020-2021 Parent Manual.

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

**OFFICE USE ONLY:**

<input type="checkbox"/> _____ \$25 /	<input type="checkbox"/> REGISTRATION FEE /PER CHILD	_____ MULTIPLE FAMILY DISCOUNT
CREDIT CARD	CASH	CHECK CHECK #: _____ AMOUNT \$: _____
ENTERED ON ATTENDANCE SHEET: _____		SCHOOLS UPDATED: _____





## The Den Before and After-School Program 2020-2021 Transportation Guidelines

Due to the new COVID-19 guidelines set by Lincoln Way Transportation, all students who choose to attend the Den for the 2020-2021 school year will be required to commit to a five day schedule. If you choose to have your child attend fewer than 5 days a week, they must be a car rider on the days that they do not attend The Den. Lincoln Way Transportation will not provide transportation to Den students unless going to and from Anna McDonald Elementary School during Den operating hours.

Lincoln Way Transportation will be suspending bussing to and from band, orchestra and choir held at Manhattan Jr. High for the 2020-2021 school year. Parents must provide their own transportation to extracurricular activities. If your child plans to attend those activities, they will not be allowed to attend The Den on those days.

After committing to The Den for the 2020-2021 school year, parents must notify the Transportation Coordinator (from the applicable school) of their transportation intentions. Please clarify which days your child will attend The Den and which days they will be an assigned car rider.

Students will be required to adhere to Lincoln Way Transportation and Manhattan District 114 guidelines while riding a bus. Failure to comply with these guidelines could result in suspension or permanent removal from district busses. Guidelines include but are not limited to: one child per seat, wearing a mask while inside the bus, remaining seated unless otherwise instructed by staff, and maintaining a 6-foot distance between students at all times.

I hereby acknowledge that I understand and accept the above information provided about the 2020-2021 Transportation Guidelines. I will commit to consistent Den schedule for the 2020-2021 school year and I am fully responsible for my child's transportation on days they will not be attending The Den.

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_