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**MOREAU COMMUNITY CENTER**  
*making community connections*

**Presents...**



**KidS KorNer 2017-2018**

## Important Notes

- Children need to be re-registered for the program every school year. There is a family registration fee of \$25.00 which is due before the child(ren) can start Kids Korner.
- If you have a prior balance you must pay that in full before your child(ren) can start attending Kids Korner.
- Payments are due weekly or bi-weekly. Payments can be made by mail to the Moreau Community Center 144 Main Street, South Glens Falls, NY 12803, online at [www.moreaucommunitycenter.org](http://www.moreaucommunitycenter.org), in person at the Moreau Community Center or dropped in the grey drop box in the main entrance to the Center. If you don't stay current with payments, your child(ren) will not be able to attend the program unless you contact us to make payment arrangements. We reserve the right to assess a \$25.00 late fee after 4 weeks of non-payment.
- The AM programs begins at 7AM. Please do not drop your child off earlier than that as we cannot get into the building. The PM Program runs until 6PM. If you don't pick up your child by 6PM you will be charged a \$25.00 late fee. If we are unable to reach parents/guardians or anyone on the emergency contact list by 6:30PM we will take your child to the Moreau Community Center and alert the local authorities.
- When school is closed, the programs are also closed (i.e. holidays, superintendent days, and school vacation days). If the school cancels all afternoon activities the PM program will remain open. During half-day conference days, Kids Korner will be in session. Please note that you need to call the Community Center to sign up for the half day program, so we can appropriately staff the program.
- ALL toys from home stay at home. This includes electronics/phones (e-readers are allowed). We are not responsible for any personal items that are stolen, lost, and/or broken.
- Hats are NOT allowed to be worn at Kids Korner. This is consistent with the school policy.
- Appropriate footwear must be worn in the gym and on the playground. This is consistent with the school policy.
- A healthy snack will be provided in the PM program. If your child doesn't like the snacks that we provide or has a food allergy, please pack a snack for them.
- All changes to this application during the school year such as changes to the authorized pick up list, emergency contacts, addresses, email, employment changes, etc. must be recorded at the Moreau Community Center as soon as possible. 792-6007

## Registration Form

Registration is **preferred to** be done in person. A new application and registration fee must be completed every school year. If you cannot come to the Community Center during working hours, you may mail your application, but it must include the \$25.00 registration fee.

### A \$25.00 Registration is due upon sign up for Kids Korner

#### **AM Program (Start time 7:00AM)**

If your child will be attending the program on a weekly basis the fee will be:

**\$45.00 per week for the first child**

\$25.00 per week for each additional child

If your child will be attending the program on an occasional basis the fee will be:

**\$20.00 per day for the first child**

\$17.00 per day for each additional child

Please note that after the second day the regular weekly fees will be charged.

#### **PM Program (Pick up by 6:00PM)**

If your child will be attending the program on a weekly basis the fee will be:

**\$55.00 per week for the first child**

\$30.00 per week for each additional child

If your child will be attending the program on an occasional basis the fee will be:

**\$25.00 per day for the first child**

\$17.00 per day for each additional child

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### LATE FEE

\*If your child(ren) is not picked up by 6:00PM a late fee of \$25.00 will be charged. Please note that after the second day the regular weekly fee's will be charged after the first offense. Please note that we need to leave the school in a timely fashion. If you cannot pick up your child(ren) by 6PM regularly, you will need to seek an alternate program. If your child(ren) is not picked up by 6:15, all emergency numbers will be called. If your child(ren) is not picked up by 6:30PM, we will take your child to the Community Center and alert the local authorities.

\*Students attending Oliver Winch Middle School are eligible to attend Kids Korner at Harrison Avenue elementary school. If your child attended Ballard they will be able to attend the Ballard Kids Korner Program. They will be bussed from OWMS.

# Contact Information

Child's Name \_\_\_\_\_ Sex (Please circle) M or F

Date of Birth \_\_\_/\_\_\_/\_\_\_ Age \_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(City) (State) (Zip)

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## Please check those that apply

### School

Ballard \_\_\_\_\_  
Harrison Ave. \_\_\_\_\_  
Moreau \_\_\_\_\_  
Tanglewood \_\_\_\_\_

### Attendance

Morning (Daily) \_\_\_\_\_  
Morning (Occasional) \_\_\_\_\_  
Afternoon (Daily) \_\_\_\_\_  
Afternoon (Occasional) \_\_\_\_\_

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Oliver Winch  
Middle School \_\_\_\_\_

Afternoon (Daily) \_\_\_\_\_  
Afternoon (Occasional) \_\_\_\_\_

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Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_  
Family Dentist \_\_\_\_\_ Phone \_\_\_\_\_

Does your child have any allergies? \_\_\_\_\_

Please list any medications that your child takes \_\_\_\_\_

Is there any factor(s) that make is advisable for your child to follow a limited program of physical activity, i.e. heart condition, recent fractures, surgery, asthma or extreme fears? If so, what?

Other information/disabilities? \_\_\_\_\_

### Medical Treatment

I Authorize treatment of minor medical needs by staff  Yes  No

**I, being the parent or legal guardian of the above-named minor, do hereby appoint a representative of the Moreau Community Center to act on my behalf in authorizing emergency medical, dental, or surgical care or hospitalization for the above-named minor in my absence.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Contact Information

#1 Parent/Guardian Name \_\_\_\_\_

Address (If Different from child's) \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(City) (State) (Zip)

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

E-mail \_\_\_\_\_

Place of Employment \_\_\_\_\_ Phone \_\_\_\_\_

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#2 Parent/Guardian Name \_\_\_\_\_

Address (If Different from child's) \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(City) (State) (Zip)

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

E-mail \_\_\_\_\_

Place of Employment \_\_\_\_\_ Phone \_\_\_\_\_

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Person to notify in case of Emergency \_\_\_\_\_

Phone # \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Home) (Work) (Cell)

Person(s) other than parents authorized to pick-up child (please list their relationship)

\_\_\_\_\_  
(Name) (Relationship)

\_\_\_\_\_  
(Name) (Relationship)

\_\_\_\_\_  
(Name) (Relationship)

\_\_\_\_\_  
(Name) (Relationship)

\_\_\_\_\_  
(Name) (Relationship)

# Waivers & Rules

## Liability waiver & Rule Acknowledgement

I absolve the Civic Center of Moreau, Inc. d.b.a. The Moreau Community Center and any of its employees and volunteers of any liability in the event of an accident or emergency occurring while my child is participating in a Moreau Community Center sponsored program and any areas that may be encompassed thereof. Parents will be accountable for damage caused by their child(ren). No disorderly conduct will be tolerated. Swearing, physical contact, verbal abuse, weapons or items that could be used as weapons will not be permitted. **Personal belongings of toys, electronics, including ipods etc, held games etc are not permitted at camp. Cell phones are permitted for 11/12 year olds but must be put away during the program and pictures can't be taken with them.** Suspension or expulsion is our last resort, but please note that ALL FEES are NON-REFUNDABLE.

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Signature

## Payment Policies

Payment is due by the end of each week attended. If you get behind by more than 2 weeks, your child will not be able to continue attending. We reserve the right to assess a late fee of \$25.00 after 4 weeks of non-payment. Payment can't be accepted at camp. Please pay the Community Center via any of the following methods:

- Check
- Credit Card
- Cash
- Paypal

## Additional Information

If you have any additional questions or need further information on the information on this application, please contact Jennifer Rich (ext. 17) or Darcy Johnson (ext. 17) at the Moreau Community Center at 792-6007. The Moreau Community Center hours of operation are Monday through Friday from 8:00AM-4:00PM.

### Returned Check Fee

There will be a \$30.00 fee for any check returned from the bank because of insufficient funds, etc. You will be responsible to pick up your check at the Moreau Community Center immediately upon notification.

## Behavior Management

The Moreau Community Center's Kids Korner/Camp Moreau programs are designed to offer children an educational and social environment, in which they share a variety of learning experiences in a safe setting. Your child's participation in the program is conditional upon acceptable behavior and personal discipline while participating in the program. Your child can be suspended or terminated at any time if it is determined that they are a danger to other children, themselves, or staff if they are exhibiting inappropriate behavior. There will be no one-on-one supervision as we are a group oriented program. In an attempt to provide you with as much information as necessary concerning you child's behavior in the program, this notice will advise you of the procedures that will be used by staff and management should a problem arise. The child can only benefit from parents and staff working together.

If a problem does occur:

The Site Supervisor will first advise the parent of the problem verbally. If the problem continues a communication form will be given. Staff will talk to the child about his/her behavior and redirect to another activity. If the problem continues the staff will talk to the child again and immediately place the child into a time out. (1 minute of time out for each year of age of the child). If three negative communication forms are given within a months' time period the parent will receive a phone call that a meeting is necessary with the Youth Director and the Executive Director. This meeting could result in a one to two-day suspension depending on the severity of the problem.

### Zero Tolerance:

Depending on the severity of the incident (i.e. aggression), one written communication form may warrant a temporary or permanent suspension from the Kids Korner/Camp Moreau Program. The Youth Director, in consultation with the Executive Director, has the authority to suspend your child from the program.

Fighting or intentionally causing physical harm to another person or verbal and/or physical intimidation will be an automatic suspension depending of the severity of aggression.

- Hitting, kicking, biting, or spitting on another child or staff member.
- Continued verbal abuse of others
- Throwing program objects at others or destroying program property  
are grounds for a one-day suspension or more depending on the severity.

If your child has a behavior plan please share this with the Youth Director. Please note that the school is unable to share any information with us.

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



144 Main Street  
South Glens Falls, NY  
12803

Phone: 518-792-6007  
Fax: 518-792-0837  
Email: [info@moreaucommunitycenter.org](mailto:info@moreaucommunitycenter.org)

## Moreau Community Center

### MOREAU COMMUNITY CENTER RELEASE FORM

(Please check all boxes that apply)

I hereby grant permission for Moreau Community Center to use photographs that show my child participating in the Center's program(s), in official printed materials such as approved brochures, newsletters and the Center's web site. The Center will assure no names or identifying information are included, will use group photo settings rather than individual photos, and will limit use to official purposes only. I understand that these materials will be available to the public in printed form and/or on the Center's Internet web site, which can be seen by individuals with access to the World Wide Web (www.).

I DO NOT give permission for Moreau Community Center to use photographs that show my child participating in the Center's program(s), in official materials such as approved brochures, newsletters, and the Center's web site.

***In the event of an emergency at our Kids Korner Program, your child(ren) will be bussed to an alternate location and you will be notified immediately.***

Child(ren) Name(s): \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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