

Kreative Kidz
Challenging Kids To Make Something...



Parent Handbook

Youth Enrichment Programs

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Mission Statement

Kreative Kidz is a youth enrichment program designed to challenge the minds and talents of our children and young adults. The program offers many activities which assist in the continued development and enrichment of our youth. These activities relate to arts, science, math, reading, consumer and environmental education, technology, and social skills.

The **After School Resource** program offers a computer lab (research and self-tutoring), study and homework lab, CRCT assistance, subject specific activities, and an after school snack. Transportation from the following schools is provided:

Campbell
Feldwood
C.H. Gullatt
E.C. West
Wolf Creek
Chattahoochee Hills Charter

Oakley
Renaissance
Liberty Point
S.L. Lewis
The Main Street Academy

Kreative Kidz will be closed when Fulton County schools are closed unless otherwise indicated by management. A list of center closing dates is available upon request and is posted in the Parent Information area.

Ages served are 5 to 14.

The **Summer Youth Enrichment** program offers many benefits which are geared towards empowering our children and young adults with new and exciting opportunities to learn, create, and grow academically and socially. Daily enrichment activities include the following:

Base Summer Camp: Participants are prepared for the new school year and provided with enrichment and recreation activities, and "The Magical Professor" science and math workshops. Age Grades: Rising PK, K, 1st, 2nd

S.T.E.M. Summer Camp: Participants engage in an enhanced level of science, technology, engineering, and mathematics. Interactive, hands-on experiences will include robotics, engineering challenges, aerodynamics, digital animation, and architecture along with mathematic challenges which will assist in propelling the participant into the 21st century. Some requirements apply. Age grades: 3rd through 9th

All participants receive camp t-shirts and bags and are provided with enrichment and recreation activities, field trips, arts and crafts, life, social and team building skills, and daily snacks.

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Program Logistics and Information

Program Location:

4910 Old Jonesboro Road, Bldg 400, Ste 402
Union City, GA 30291

Email: kreativekidz_ga@hotmail.com

Web: kreativekidzga.net

(770) 306-0020 office

(770) 703-6413 fax

Director:

James D. Rainer
(678) 576-5817

Program Coordinator:

Jane E. Danko
(404) 431-9427

Correspondence Address:

P.O. Box 176, Union City, GA 30291

After School Resource Program:

Ask for specific dates

Program fee - \$60 per child per week

Hours of operation: 2pm to 6pm Monday through Friday

*1st week's program fee due at registration/enrollment

Summer Camp Youth Enrichment Program:

Ask for specific dates

Hours of operation: 7am to 6pm Monday through Friday

Complimentary Drop Off Hours: 7am-9am

Complimentary Pickup Hours: 4pm-6pm

Core Activity Hours: 9am-4pm

Base Summer Camp:

Registration Fee: \$35 per child

Program Fee: \$80 per week per child

S.T.E.M. Summer Camp:

Registration Fee: \$50 per child

Program Fee: \$100 per week per child

*1st week's program fee (and registration fee) due at registration/enrollment

Notes:

1. Program fees are due every Friday to reserve the participant's seat for the following week. If program fees are not submitted when required, the participant's seat may be forfeited. Kreative Kidz reserves the right to *dismiss* any participant for lack of attendance (for 5 or more consecutive days), lack of payment, and/or behavior or performance issues.
2. *Credit for days of service not used will not be given. No refunds given.*
3. Please make Program fees payable to Kreative Kidz. Cash, Money Order, or Check are accepted. **Return Checks:** Return checks will incur a \$50 fee.

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Program Fee

After School Resource Program:

The program fee of **\$60 per child per week** is due every Friday to reserve the participant's seat for the following week.

Summer Camp Program:

The program fee of **Base Camp - \$80 per child per week** or **S.T.E.M Camp - \$100 per week per child** is due every Friday to reserve the participant's seat for the following week.

Credit for days of service not used will not be given. No refunds given

The program fees are due every Friday to reserve the participant's seat for the following week. Failure to pay the program fee as stated above will result in a **late fee of \$25 per child**. This fee must be paid in addition to the program fee by close of business the following Monday or the **participant's service will be suspended** until all fees are paid (including late fees).

All-day daily program fee is \$25 per child when Fulton County Schools are closed and the Kreative Kidz center is open from 7am-6pm. No breakfast or lunch is provided; a daily snack is provided.

Late Pick Up Fee/No Show Policy (After School Resource Program):

The Center hours of operation are 2:00pm to 6:00pm. Failure to pick up your child by 6:00pm will result in a **late pick up fee of \$5 per ½ hour per child**. This fee must be paid in addition to the program fee by the next scheduled date.

School Pickup – Kreative Kidz must be *notified by 2pm* if your child will not be attending Kreative Kidz on any particular day. Notification is also required when Fulton County Schools dismiss students early due to inclement weather and your child *is not* being picked up by Kreative Kidz. **Also, parents are now required to notify Kreative Kidz Management in writing regarding days your child will be staying after school for other curricular activities and will not need to be picked up by Kreative Kidz.** This will ensure that all participants are picked up at the schools in a timely manner and that all participants are safe and accounted for. **Failure to adhere to this policy may result in a \$15 "no show" fee (per occurrence) being charged to your account.** If your child *misses the bus*, Kreative Kidz *will not return* to the school for pickup. In this case, it is the school's responsibility to contact the parent/guardian for pickup arrangements.

Late Pick Up Fee (Summer Camp Program):

The Center hours of operation are 7:00am to 6:00pm. Failure to pick up your child by 6:00pm will result in a **late pick up fee of \$5 per ½ hour per child**. This fee must be paid in addition to the program fee by the next scheduled date.

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Activity Curriculum

Participants will be introduced to a daily curriculum which will include a wide range of activities. These activities relate to arts, science, math, reading, consumer and environmental education, technology, and social skills. All activities will be facilitated by a *Kreative Kidz* staff member.

The center consists of a variety of zones. Participants will be rotated through each zone daily. Each zone is designed for specific activities as follows:

- Study/Activity Zone
 - This zone is designed for math, reading, science, and social studies which will enhance academic performance.
- PC Zone
 - This zone is designed to allow participants to explore the world of technology via the Internet.
 - Educational activities such as typing tutors, math enhancement activities, environmental activities, and games designed to improve strategy and logic will be introduced.
- TV Zone
 - This zone will only be in use during “snack time”.
 - Educational and entertaining videos and dvd’s will be shown.
- Kreative Arts Zone
 - This zone is designed for various arts such as writing, reading, drawing, and crafts activities which are geared towards enhancing creative talents of participants.
- Game Zone
 - This zone is designed for various games which incorporate strategy and logic. Participants are encouraged to participate in games to enhance social and team building skills.
- Play Area Zone
 - This zone is designed for outside play activity. Participants will engage in various activities which promote physical exercise, well-being, and health. Participants are encouraged to participate in activities to enhance social and team building skills.

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Dress Code

Appropriate dress and hygiene is required at all times. No holes in shirts, pants, shorts, or shoes.

Summer Camp program only - *Kreative Kidz* will provide *Kreative Kidz* t-shirts. The staff *strongly recommends* that each participant wear t-shirts during any and all activities of the summer camp program. This is particularly the case when participants attend field trip functions.

Green t-shirts are to be worn on Mondays, Wednesday, and Fridays.

Gold t-shirts are to be worn on Tuesdays and Thursdays.

**Additional t-shirts may be purchased.

Nutrition Program

As a normal part of the day during the youth enrichment programs participants will be provided with a snack. Participants must provide their own **bagged breakfast and/or lunch** during the summer camp program. Please note that microwaves and refrigerators *are not available* for participant use.

Daily snacks may include (but are not limited to) the following:

- Juice, milk, or water
- Fresh fruit and/or fruit cups
- Apple sauce
- Jell-O and pudding
- Crackers, cookies, and chips

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Code Of Conduct

Participants of *Kreative Kidz* are required, under the Code of Conduct, to behave at all times in a way which upholds the values, integrity, and good reputation of *Kreative Kidz*.

- Always respect the rights and property of others.
- Always take responsibility for your own actions.
- Always conduct yourself in a manner that reflects positively on you, your family and our program.
- No cursing or obscene comments or jesters.
- No loud or aggressive behavior towards any person.
- No loud noise in the hallways, center, or any structured program time.
- No fighting will be tolerated, always seek peaceful resolutions.
- No form of disruption will be tolerated in the program.
- No false testimonials to staff or others.

Kreative Kidz programs are disciplined and structured. Therefore, any participant who exhibits unsatisfactory behavior and/or performance will be prohibited from extra-curricular activities and/or field trips. *Kreative Kidz* exercises discipline techniques such as time-out and exclusion from said activities.

Parent/Guardian notification will be given for any participant who exhibits unsatisfactory behavior and/or performance. *Kreative Kidz* will make every attempt to help the participant correct this negative behavior. However, *Kreative Kidz* has the right to dismiss any participant from our programs for said behavior and/or performance.

In the interest and safety of all, *Kreative Kidz* has the right to exercise a **zero-tolerance policy** for disruptive and/or violent behavior. This policy mandates **immediate dismissal** from the program of any participant who exhibits such behavior.

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General Rules and Responsibilities

The following rules and responsibilities apply to all Parents/Guardians and participants.

- No participant will be allowed to enter or leave the facility without being escorted by the parents/guardians, person authorized by parents/guardians, or facility personnel.
- Parents/Guardians must sign in the participant between the hours of 7am and 9am (Summer Camp program). Parents/Guardians must sign out the participant between the hours of 4pm and 6pm (After School Resource and Summer Camp programs).
- Parents/Guardians must notify a staff member when the participant is unable to attend any program session or activity. **For After School Resource Program:** Kreative Kidz must be notified by 2pm if your child will not be attending Kreative Kidz on any particular day. This will ensure that all participants are picked up at the schools in a timely manner and that all participants are accounted for.
- Parents/Guardians are responsible for keeping the participant's records current to reflect any significant changes as they occur, e.g. telephone numbers, work locations, emergency contacts, participant's physician, participant's health status, immunization records, etc.
- A participant shall not be accepted nor allowed to remain at the center if the child has the equivalent of 101 degrees Fahrenheit or higher oral temperature and another contagious symptom, such as but not limited to, a rash, diarrhea, or a sore throat. In the event a participant becomes ill at the center, the parent/guardian will be notified by phone immediately and the parent must pick up the participant from the center as soon as possible.
- The current Communicable Diseases chart of recommendations for exclusion of sick children from the center and their readmission shall be followed. Please refer to ***Communicable Disease chart*** located in Parent Area. In the event of exposure of a communicable disease, the Director and/or Assistant Director (Program Coordinator) will notify the parents immediately by a posted notice and/or a letter within 24 hours after the center becomes aware of the illness or the next working day.
- No medication will be dispensed while participants are under the care of Kreative Kidz.
- Cell phones and/or pagers must be set to silent or vibrate mode during program hours.
- Participants must be accompanied by a staff member at all times. This includes:
 - Center activity
 - Restroom breaks
 - Play area and park recreation and field trips

Computer Code of Ethics

The following computer code of ethics applies to all *Kreative Kidz* participants.

- Thou shalt not use a computer to harm other people.
- Thou shalt not interfere with other people's computer work.
- Thou shalt not snoop around in other people's files.
- Thou shalt not use a computer to steal.

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- Thou shalt not use a computer to bear false witness.
- Thou shalt not use or copy software for which you have not paid.
- Thou shalt not use other people's computer resources without authorization.
- Thou shalt not appropriate other people's intellectual output.
- Thou shalt think about the social consequences of the program you write.
- Thou shalt use a computer in ways that show consideration and respect.

Schedules

A daily schedule of age appropriate activities is posted in each Classroom. See sample below:

After School Sample	Room 1	Room 2	Room 3
2:00PM – 4:00 PM	Homework/Study	Homework/Study	Homework/Study
4:00PM – 4:30 PM	Enrichment Activity	Enrichment Activities	Enrichment Activity
4:30PM – 5:00PM	Snack	Snack	Outdoor Activity
5:00PM – 5:30PM	Outdoor Activity	Social Activity	Snack
5:30PM – 6:00PM	Social Activity	Outdoor Activity	Social Activity

Summer Camp Sample	ZONE A1	ZONE B1	ZONE C1	ZONE D1
PERIOD 1 9:00AM – 10:20AM	TEAM 1	TEAM 2	TEAM 3	TEAM 4
PERIOD 2 10:30AM - 11:50AM	TEAM 2	TEAM 3	TEAM 4	TEAM 1
PERIOD 3 1:00PM - 2:20PM	TEAM 3	TEAM 4	TEAM 1	TEAM 2
PERIOD 4 2:30PM - 3:50PM	TEAM 4	TEAM 1	TEAM 2	TEAM 3

Zone A1 = Computer Lab

Zone B1 = Enrichment Activity

Zone C1 = Games & Outdoor Activity

Zone D1 = Kreative Arts

*Lunch is between 12:00pm and 1:00pm

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Emergency Plans

The following are step-by-step procedures which state how emergencies are handled. In the event of any of these emergencies, an incidence response form will be completed. Where applicable, local emergency services will be utilized.

1. Fire

In Case of a structure fire, the staff will evacuate all participants safely and quickly. The exterior rally point is to the north end of the court yard in front of building 400. Once all are evacuated, the staff will perform a headcount to ensure all are present and accounted for. A staff member will be assigned the task of calling 911.

In Case of a vehicle fire, the staff will evacuate all participants safely and quickly. The exterior rally point will be a safe distance from the vehicle. Once all are evacuated, the staff will perform a headcount to ensure all are present and accounted for. A staff member will be assigned the task of calling 911.

2. Severe Weather

In Case of severe weather, the staff will rally participants to the middle partition wall and/or restrooms. Tables will be turned on their sides and used as shields in case of flying debris or glass.

3. Loss of Heating

In case of loss of heating, the staff will have participants put jackets and/or coats and portable electric heaters will be utilized.

4. Loss of Cooling

In case of loss of cooling, the staff will open screened windows and portable electric fans will be utilized.

5. Loss of Water

In case of loss of water, the staff will give participants bottled drinking water and the staff will notify parents/guardians of loss whereby center will be closed due to lack of use of restroom facilities.

6. Loss of Electricity

In case of loss of electricity, utilize backup power generators.

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7. Structural Damage to the Building

In Case of structural damage to the building, the staff will place participants in a safe area and notify parents/guardians that the center will be closed due to the damage.

8. Serious Injury to a Child

In Case of serious injury to a child, the staff will administer first aid and/or get the child to the appropriate medical personnel, i.e., call an ambulance or transport to Rophe Adult & Pediatric Center (770-964-7736) or South Fulton Medical Center emergency room (404-466-1170). A staff member will notify by phone the parent/guardian immediately.

9. Death of a Child

In the case of death of a child, the staff will notify the parent/guardian immediately. The staff will ensure that the deceased child is properly covered and that the area is preserved for investigation purposes. The appropriate emergency personnel will be notified.

10. Loss of a Child from the Facility

In the case of loss of a child from the facility, the staff will perform an immediate search of the area. The staff will notify the police immediately as well as the parent/guardian. All other participants will be safely secured by staff.

11. Loss of a Child from a Field Trip

In the case of loss of a child from the field trip, the staff will perform an immediate search of the area. The staff will notify the police immediately as well as the parent/guardian. All resources of any specific location will be utilized to the fullest, i.e., security personnel, pa systems, etc. All other participants will be safely secured by staff.

**All notifications will be performed by the Director and/or Assistant Director (Program Coordinator). Center staff assistants will continue to provide the proper supervision and care of the participants.

**In any emergency situation, the staff will provide emotional support and comfort to all participants.

**In the event a participant becomes ill, the Director and/or Assistant Director (Program Coordinator) will notify the parent immediately and the parent must pick up the participant from the center as soon as possible.

**In the event of exposure of a communicable disease, the Director and/or Assistant Director (Program Coordinator) will notify the parents immediately by a posted notice and/or a letter within 24 hours after the center becomes aware of the illness or the next working day.

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Transportation Plan

1. Transportation from Designated Schools (After School Resource Program)

Transportation from designated schools to the center occurs between the hours of 2pm and 4:15pm via company buses and vans driven by authorized center staff. Drivers are responsible to ensure that all participants are accounted for and marked on an attendance roster. Those participants not present will be marked accordingly. Once safely at the center the driver will ensure that all participants have exited the vehicle and entered the building.

2. Transportation for Field Trips

Transportation for field trips, the staff will generate a field trip roster and as participants enter the vehicle each will be marked as present on a field trip roster. Once all participants are seated on the vehicle, the staff will cross-check the field trip roster and count the number of participants physically on the vehicle.

Upon arrival of the field trip location, participants will exit the vehicle and be placed in assigned groups with staff and/or chaperones. Upon group assignments, another cross-check will be performed. Throughout the field trip, the staff and/or chaperones will perform continuous cross-checks of participants.

Upon departure, participants will enter the vehicle and each will be marked as present on a field trip roster. Once all participants are seated on the vehicle, the staff will cross-check the field trip roster and ensure that each participant is physically on the vehicle.

Upon arrival at the center, the participants will be physically accounted for a final time.

Forms

The following forms must be completed and submitted to Kreative Kidz prior to your child participating in any Kreative Kidz youth enrichment program.

- Registration Form
- Contact/Pickup Form
- Immunization Form
- Waiver Form
- Transportation Agreement Form (After School Program Only)

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Policies & Procedures – Youth Enrichment Programs

- **Program Fees** - The program fee for **After School** - \$60 per child week per child; **Base Summer Camp** - \$80 per child per week or **S.T.E.M Camp** - \$100 per week per child is due every Friday to reserve the participant's seat for the following week. Failure to pay the program fee as stated above will result in a **late fee of \$15 per child**. This fee must be paid in addition to the program fee by close of business the following Monday or the **participant's service will be suspended** until all fees are paid (including late fees). **Part-time and All-day daily program fee is \$25 per child** when Fulton County Schools are closed and the Kreative Kidz center is open from 7am-6pm. If program fees are not submitted when required, the participant's seat may be forfeited. Kreative Kidz reserves the right to **dismiss** any participant for lack of attendance, lack of payment, and/or behavior or performance issues. **Credit** for days of service not used **will not** be given. **Late Fees** – the center closes at 6pm Monday through Friday. Failure to pick up your child by 6:00pm will result in a **late pick up fee of \$5 per ½ hour per child**. This fee must be paid in addition to the program fee by the next scheduled date.
- **Hours of Operation** – After School Program operates from 2pm to 6pm Monday through Friday; Summer Camp program operates from 7am to 6pm Monday through Friday with complementary drop off hours between 7am and 9am and complementary pickup hours between 4pm and 6pm. All activities take place between the core hours of 9am and 4pm.
- **Breakfast & Lunch** – Complimentary daily breakfast/ lunch (summer Camp only) and snack are available to participants. If bringing a bagged breakfast/lunch, please note that microwaves are not available for participant usage and refrigeration is available. Breakfast is from 7am-8:15am; Lunch is from 11:30am-1pm daily.
- **100% Participation** – Kreative Kidz programs are designed to be “participative” in nature. All participants are required to participate in any and all activities during the core hours between 9am and 4pm during our summer Camp program. Participants are assigned teams and as team members each participant has a responsibility to their team to be present and actively involved in team activities.
- Kreative Kidz programs are **disciplined and structured**. Therefore, any participant who exhibits unsatisfactory behavior and/or performance will be prohibited from extra-curricular activities and/or field trips. **Kreative Kidz** exercises discipline techniques such as time-out and exclusion from said activities.
- **Dress Code** - Appropriate dress and hygiene is required at all times. No holes in shirts, pants, shorts, or shoes. **Summer Camp program only** - Kreative Kidz will provide Kreative Kidz t-shirts and camp bags. Participants must wear t-shirts during any and all activities of the summer Camp program. **Failure to wear camp T-shirts will result in loss of participant privileges**. **Green t-shirts** are to be worn on Mondays, Wednesday, and Fridays. **Gold t-shirts** are to be worn on Tuesdays and Thursdays. Camp bags are a part of the uniform and are to be worn daily. ****Additional t-shirts can be purchased for \$5 each.**
- **Escort** - No participant will be allowed to enter or leave the facility without being escorted by the parents/guardians, person authorized by parents/guardians, or facility personnel. No one under the age of 18 is permitted to sign participants in or out.
- **School Pickup** – Kreative Kidz must be **notified by 2pm** if your child will not be attending Kreative Kidz on any particular day. Notification is also required when Fulton County Schools dismiss students early due to inclement weather and your child **is not** being picked up by Kreative Kidz. **Also, parents are now required to notify Kreative Kidz Management in writing regarding days your child will be staying after school for other curricular activities and will not**

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need to be picked up by Kreative Kidz. This will ensure that all participants are picked up at the schools in a timely manner and that all participants are safe and accounted for. **Failure to adhere to this policy may result in a \$15 "no show" fee (per occurrence) being charged to your account.** If your child *misses the bus*, Kreative Kidz *will not return* to the school for pickup. In this case, it is the school's responsibility to contact the parent/guardian for pickup arrangements.

- **Updated Records** - Parents/Guardians are responsible for keeping the participant's records current to reflect any significant changes as they occur, e.g. telephone numbers, work locations, emergency contacts, participant's physician, participant's health status, immunization records, etc.
- **Parent Information Box** - Kreative Kidz distributes a variety of information related to participant activities, newsletters, program registration, policies, and much more on a frequent basis. The Parent Information Box is the best way to get any message out to our parents.
- **Field Trip Notification and Permission** – Parents/Guardians are required to give “signed” permission for all field trips. Field trip notification forms will be located in the Parent Box on a weekly basis for review. Parent signature along with a check mark in “Attend Field Trip” box located on the “Attendance Sign In/Out Sheet” indicates that your child has permission to attend the field trip scheduled for Tuesday and/or Thursday! **NOTE:** Field trips are a reward and incentive and must be earned. Therefore, participants who fail to meet behavior, attitude, and/or performance standards will not participate in field trips. Kreative Kidz reserves the right to exclude participants from field trips if a pattern of absenteeism is detected on “non field trip” days. **Note: In order for participants to attend any field trip, participants must arrive 15 minutes prior to departure times indicated on weekly field trip notice. Failure to do so will result in the participant remaining at the center with a staff member. Participants cannot be dropped off at field trip location(s)...NO EXCEPTIONS!** **Note: S.T.E.M.** field trip participation will be based upon individual student's “benchmark” achievements throughout the program.
- **Electronic Items** – *Only participants of rooms 1 & 3* may bring electronic games, mobile devices, iPads, and other electronics. Said devices are only allowed during authorized time periods such as...during bus rides on field trips and during intake (7am-9am) and outtake (4pm-6pm) hours. Cell phones must be set to silent or vibrate mode during program hours and are prohibited except for emergency purposes. Kreative Kidz is not responsible for lost or stolen items.

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Registration Form

Program (please check one): After School Resource Program – Year: _____
 Summer Camp YEP – Year: _____

PARTICIPANT INFORMATION

Date	(Last)	(First)	(Middle)	(Generation)	Birthdate	Age	Grade Level / Grade Going Into
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Present Address (Street, City, State, Zip)	Home Phone	Shirt Size (Summer Camp Only) Sm / Med / Lg / XLg
School Name	Sex M / F	Race (Circle One) A-Asian/B-African American/H-Hispanic/M-Multiracial/I-Native American/W-Caucasian

PARENT/GUARDIAN INFORMATION - Complete a box for each parent/guardian; add page if necessary.

Name: _____ <i>Home Address + Phone If Different From Participant</i> Address: _____ City/State/Zip: _____ Home Phone: () _____ Alt/Cell Phone: () _____ Occupation: _____ Work Name: _____ Work Address: _____ Work City/State/Zip: _____ Work Phone: () _____ Relationship to Participant: (Circle One) Mother/Father/Stepmother/Stepfather/Legal Guardian/Other Contact With Participant Allowed: Y N Resides With This Parent/Guardian: Y N Parent/Guardian Responsible for Participant: Y N Parent/Guardian Email: _____	Name: _____ <i>Home Address + Phone If Different From Participant</i> Address: _____ City/State/Zip: _____ Home Phone: () _____ Alt/Cell Phone: () _____ Occupation: _____ Work Name: _____ Work Address: _____ Work City/State/Zip: _____ Work Phone: () _____ Relationship to Participant: (Circle One) Mother/Father/Stepmother/Stepfather/Legal Guardian/Other Contact With Participant Allowed: Y N Resides With Parent/Guardian: Y N Parent/Guardian Responsible for Participant: Y N Parent/Guardian Email: _____
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Medical Information Update

Family Physician: _____	Physician Phone Number: _____
Medical Problems: _____	
Current Medications: _____	
Allergies: _____	
Special Instructions: _____	

Persons To Contact In Case Of Emergency (and/or Pickup List):

Contact Name	Contact Phone	Address + Relationship

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Contact/Pickup Form

Please use this form for additional contact/pickup persons that will be responsible for the below named participant.

Participant Name: _____

Contact Name	Contact Phone	Address + Relationship

Contact Name	Contact Phone	Address + Relationship

Contact Name	Contact Phone	Address + Relationship

Contact Name	Contact Phone	Address + Relationship

Contact Name	Contact Phone	Address + Relationship

Contact Name	Contact Phone	Address + Relationship

Contact Name	Contact Phone	Address + Relationship

Contact Name	Contact Phone	Address + Relationship

Parent/Guardian Signature

Date

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Immunization Records

Kreative Kidz requires evidence of age-appropriate immunization records on file for your child(ren).

According to the Georgia Department of Public Health Rules (Chapter 290-5-4), any child attending a school or childcare program must present proof that their immunization records are current. The proof is Certificate of Immunization (Form 3231), which must be kept on file and available for inspection by authorized health officials.

The Bright From the Start: Georgia Department of Early Care and Learning Rules and Regulations for Child Care Learning Centers, (Chapter 591-1-1), and Group Day Care Homes, (Chapter 290-2-1) also state the facility must have "evidence of age-appropriate immunizations or a signed affidavit against such immunizations shall be maintained for each child enrolled in the center" and "No child shall continue enrollment in the center for more than thirty (30) days without such evidence."

Please submit this information within two weeks of enrollment. Without this documentation, we may no longer be able to service your child(ren) in our program.

Parent/Guardian Signature

Date

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Registration Waiver Form

Program (please check one): After School Resource Program – Year: _____
 Summer Camp YEP – Year: _____

This waiver must be fully completed and turned in before participating in any Kreative Kidz program. The waiver is valid for the program term of the specific program listed below. Participants/parents/guardians are responsible for informing Kreative Kidz about changes that occur during the program term. A completed waiver must be on file for each participant for each program registered.

Participant Name: _____

Parent/Guardian Name: _____

Participant Agreement

In signing this agreement, I certify that my child is able to participate fully in the program unless otherwise stated in writing to Kreative Kidz. In case of voluntary withdrawal, I understand that there will be no refund of fee for period concerned. As part of our overall program, participants are occasionally asked to be photographed or videotaped or have their work displayed. Unless indicated to the contrary below, Kreative Kidz will assume that you or your child may be photographed or videotaped by Kreative Kidz staff, and also that the participant's likeness, name, performance, artwork or written work may be used.

I give permission to the Kreative Kidz to transport my child by van or bus for purposes intended for the program(s) above. Parents/Guardians must notify Kreative Kidz when the participant will not be attending the program.

I also agree to make payment of all program fees (including any late fees or return check fees) as specified by Kreative Kidz management.

No participant will be allowed to enter or leave the facility without being escorted by the parents/guardians, person authorized by parents/guardians, or facility personnel.

Parents/Guardians are responsible for keeping the participant's records current to reflect any significant changes as they occur, e.g. telephone numbers, work locations, emergency contacts, participant's physician, participant's health status, immunization records, etc.

Kreative Kidz requires evidence of *age-appropriate immunizations* or a signed affidavit against such immunizations. Parents/Guardians are responsible for submitting *updated immunization records* on a routine basis.

Informed Consent and Release of Liability

In consideration of my child, (the "participant" name listed above) being allowed to participate in KREATIVE KIDZ programs conducted by KREATIVE KIDZ (the "program"), and to engage in activities related to the Program, including but not limited to participating in program field trips, I, on behalf of myself and the Participant, do hereby waive, release and forever discharge, and indemnify and hold harmless, KREATIVE KIDZ and its officers, agents, staff members, and representatives from any and all claims, suits, actions, damages, losses, liabilities, costs, and expenses (including attorneys fees and court costs), of any kind or nature whatsoever, incurred for injuries and/or damages to person and/or property, including those caused by the negligent act or omission of any person or entity released, arising out of related to participation by the Participant in the Program.

Should my child suffer an injury or illness while in the care of KREATIVE KIDZ and the facility is unable to contact me/us immediately, it shall be authorized to secure such medical attention and care for the child as may be necessary. I/we agree to keep the facility informed of changes in telephone numbers, etc. where I can be reached. The facility agrees to keep me informed of any incidents requiring professional medical attention involving my child.

I have read the Member Handbook and agree to the policies and standards set forth within. I also certify that I have read and understand the Participant Agreement and the Informed Consent and Release Liability and that by signing it I intend to be bound legally and to bind the participant and our perspective heirs, executors, administrators, successors, and assigns.

Signature (Parent/Guardian)

Date

Kreative Kidz Challenging Kids To Make Something...



Transportation Agreement Form

This is to certify that I give *Kreative Kidz* permission to transport my child from **school** between the hours of **2:00pm and 4:15pm** to the *Kreative Kidz* center.

My child, _____, attends the following school and will be picked up from that school and dropped off at the *Kreative Kidz* center at the specified times listed below (please check the appropriate school):

<u>School</u>	<u>Address</u>	<u>Pick Up</u>	<u>Drop Off</u>
_____ Campbell	91 Elder Street, Fairburn, GA 30213	2:20 pm	2:40 pm
_____ Feldwood	5790 Feldwood Road, College Park, GA 30349	2:20pm	3:00pm
_____ Gullatt, C.H.	6110 Dodson Drive, Union City, GA 30291	2:20 pm	2:40 pm
_____ Liberty Point	9000 Highpoint Road, Union City, GA 30291	2:40 pm	3:00 pm
_____ Oakley	7220 Oakley Terrace, Fairburn, GA 30213	2:45 pm	3:00 pm
_____ Renaissance	7250 Hall Road, Fairburn, GA 30213	2:30 pm	2:40 pm
_____ S.L. Lewis	6201 Connell Rd., Atlanta, GA 30349213	2:40 pm	2:50 pm
_____ West, E.C.	7040 Rivertown Road, Fairburn, GA 30213	2:20 pm	2:40 pm
_____ Wolf Creek	4440 Derrick Road, Atlanta, GA 30349	2:45 pm	3:00 pm
_____ Main St Academy	3480 E. Main Street, College Park, GA 30337	3:30pm	4:00pm
_____ Chattahoochee Hills	9670 Rivertown Road, Fairburn, GA 30213	3:30pm	4:00pm

Transportation will be provided on the following days (School Recreation program):

- _____ Monday
- _____ Tuesday
- _____ Wednesday
- _____ Thursday
- _____ Friday

Please refer to **Contact/Pickup Form** for authorized persons to receive my child. In the event the authorized person is not present to receive my child, the following procedures are to be taken:

Kreative Kidz management will notify the parents/guardians by telephone that the authorized persons have not received the child. Parents/guardians must pick up the child as soon as possible.

The **school** is between 3 and 10 miles from the **Kreative Kidz center**. In the event that my child is not to be transported as outlined above, I agree to notify **Kreative Kidz** by 2pm on any given day.

Signature (Parent/Guardian)

Date