

City of Reno - Parks and Recreation - Sierra Kids & Camps

Participant Information Form – A new/updated form is due each year (or if changes occur)

Youth Services Division • youthregistration@reno.gov • Phone: 775-334-4280



Adult customers may have separate household accounts for registration & payment of same participants, however only ONE PARTICIPANT INFORMATION FORM will be accepted and kept on file for each participant. If Parent/Guardians cannot agree on the names that appear on this form then only parent/guardians will be able to pick up participants and be called in an emergency.

Child Name Last _____ First _____ MI _____

Address _____ City _____ State _____ Zip _____

Date of Birth ____/____/____ Age _____ Gender _____ Hair Color _____ Eye Color _____

Race/Ethnicity _____ Weight _____ School Child Attends _____ Grade _____

Does Child ride the bus? ☐ Yes Bus # _____ ☐ No

Medications/Allergies (please List) _____

→Staff will not administer or distribute any medication at any time

Child Name Last _____ First _____ MI _____

Address _____ City _____ State _____ Zip _____

Date of Birth ____/____/____ Age _____ Gender _____ Hair Color _____ Eye Color _____

Race/Ethnicity _____ Weight _____ School Child Attends _____ Grade _____

Does Child ride the bus? ☐ Yes Bus # _____ ☐ No

Medications/Allergies (please List) _____

→Staff will not administer or distribute any medication at any time

Child Name Last _____ First _____ MI _____

Address _____ City _____ State _____ Zip _____

Date of Birth ____/____/____ Age _____ Gender _____ Hair Color _____ Eye Color _____

Race/Ethnicity _____ Weight _____ School Child Attends _____ Grade _____

Does Child ride the bus? ☐ Yes Bus # _____ ☐ No

Medications/Allergies (please List) _____

→Staff will not administer or distribute any medication at any time

Parent/Guardian Last _____ First _____ MI _____

Date of birth ____/____/____ Age _____ Gender _____

Address _____ City _____ State _____ Zip _____

Phone #'s _____ / _____ Email Address _____

Employed by/or school attended _____ Hours of employment from _____ to _____

Parent/Guardian Last _____ First _____ MI _____

Date of birth ____/____/____ Age _____ Gender _____

Address _____ City _____ State _____ Zip _____

Phone #'s _____ / _____ Email Address _____

Employed by/or school attended _____ Hours of employment from _____ to _____

City of Reno - Parks and Recreation - Sierra Kids & Camps
Participant Information Form – Page 2 of 2



Access For All Services are provided to people of all abilities. If you need a reasonable accommodation, please contact the Inclusion Office (775-334-2262) at least five business days prior to the start date of the program/class. Each request will be assessed in compliance with the ADA. A supplemental information packet must be filled out and returned to the Inclusion Office (1301 Valley Road).

If **custodial rights** have been terminated (legal documentation is required) - Check here ☐

Additional person(s) who may be called in an emergency and are authorized to take participant from facility (picture ID required)

Name _____ Relationship _____ DOB/Age _____ Phone _____

Name _____ Relationship _____ DOB/Age _____ Phone _____

Name _____ Relationship _____ DOB/Age _____ Phone _____

Name _____ Relationship _____ DOB/Age _____ Phone _____

Name _____ Relationship _____ DOB/Age _____ Phone _____

Name _____ Relationship _____ DOB/Age _____ Phone _____

I, the undersigned parent/legal guardian of child named above hereby give my permission to participate in field trips/excursions sponsored by the City of Reno, with transportation to be provided by City of Reno staff.

I, the undersigned parent/legal guardian agree to make myself aware of the general rules, the payment and refund/credit policies and if needed, I will call the Youth/Senior Office (775-334-4280) for further explanation.

City of Reno - Parks and Recreation Department

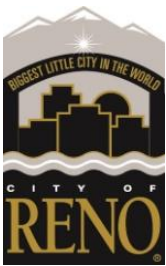
Assumption of the Risk and Waiver of Liability relating to Coronavirus/COVID -19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state and local governments and federal and state health organizations recommend social distancing and have, in many locations, prohibited or limited the congregation of groups of people. The City of Reno "COR" has created new protocols and put in place preventative measures to reduce the spread of COVID-19. However, COR cannot guarantee you or your child(ren) will

not become infected with COVID-19. Further, attending any program may increase your child(ren)'s risk of contracting COVID-19. This also applies to attending COR programs at Washoe County School District (WCSD) facilities. By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed, or infected by COVID-19 by attending a COR program at a COR facility and/or WCSD facility, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at a COR program at a COR facility and/or WCSD facility.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself including, but not limited to, personal injury, disability, and death, illness, damage, loss, claim, liability, or expense of any kind that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at a COR program at a COR and/or WCSD facility. On my behalf, and on behalf of my child(ren), I fully and forever release, waive, and discharge all claims, demands, damages, legal actions, causes of action, or rights of action (present or future) of any kind against COR and/or WCSD (collectively, "the Releasees") whether the claims are known, unknown, anticipated or unanticipated, and whether caused by the Releasees' ordinary negligence, any act or omission on the part of any Releasees, or other cause arising out of mine or my child(ren)'s engaging in the activities at the Releasees' facility (or elsewhere with regard to field trips) at any time (hereinafter the "claims"). This Waiver and Release of Liability includes claims pertaining to, without limitation, any activities or supervision by Releasees resulting in potential contact with COVID-19 or other illnesses. This Release of Liability also expressly includes a release for any and all claims arising out of or under Nevada Law related to losses sustained from exposure to COVID-19.

Parent/Guardian Signature _____ Date _____



City of Reno • Parks and Recreation

Sierra Kids

Before and After School Program

August 9 to December 16, 2021



Email the completed forms to: parksandrecregistration@reno.gov

Or Drop it off at: EMNECC 1301 Valley Road

A completed Payment Plan Form and a Participant Information Form are required to secure your spot for the semester for the Sierra Kids program.

All sites are 1st come 1st served – space is limited

Withdrawals, changes, transfers, additions will be accepted until the FRIDAY before the week of service.

There are no refunds, credits, or transfers for missed, sick, snow or hazardous air days.

Payment plans will be set up and charged every Friday for the following week of service. Failure of payment to go through will forfeit your child's spot in the program.

Daily fees are back – but must be indicated on a payment plan form. "Drop in" (day of) registration and payment will not be accepted.

Only children attending same school may attend that site Sierra Kids Program. *(For instance, only children attending Mt Rose elementary school may attend the Mt Rose Sierra Kids program.)*

Ages: 5-12 (under 6 years children must be enrolled in kindergarten)

Fees:

Mornings	\$11 per morning	\$32 per week
Afternoons	\$16 per afternoon	\$48 per week
Conference Week Afternoons	\$28 per afternoon	\$65 per week
Wednesday Early Release Only	\$28 per afternoon	

Parent/Guardians are responsible to make themselves aware of the information/guidelines in the COVID Rules, the COVID Waiver, and the Youth Programs Handbook (reno.gov)

Just in Case: Potential Reduction of Enrollment due to COVID Protocols

For the safety and security of our employees and program participants, the City of Reno follows Center for Disease Control (CDC) guidelines, State of Nevada directives, and Washoe County Health District (WCHD) and Washoe County School District (WCSD) policies and procedures for COVID response and protocols. It is important that the City of Reno provide as much advance notice as possible to our Sierra Kids families regarding potential program changes.

Out of an abundance of caution and while it has not yet been determined, if enrollment numbers for the Sierra Kids Before and After School Program have to be reduced because of COVID protocols, enrollment will be honored on a first come, first serve basis using our email database as the indicator of the order of enrollment. It will be an unfortunate situation to find ourselves in; however, we must be prepared during these unprecedented times. Tough decisions will have to be made due to space constraints and we feel the fairest solution will have to be that families who were the last to register will have to be unenrolled and will need to secure child care services elsewhere. Again, it is important to reiterate we have not yet had to make this kind of decision; however, we would be remiss if we did not ask our Sierra Kids families to consider a plan b should it become necessary.

We greatly appreciate and enjoy serving our Sierra Kids families. Thank you for trusting us.

Updated 072221

August 9 to December 16, 2021 Sierra Kids – Request for Payment Plan Schedule Form (please print)

Email form to: parksandrecregistration@reno.gov Drop it off at: EMNECC 1301 Valley Road

Date _____ Child(ren) Name _____

Child(ren) attending Kindergarten? (school begins August 16) ☐ YES ☐ NO - Name _____

Parent/Guardian Name _____ Phone _____ Email _____

Last 4 numbers credit card _____ and the 3 digit or 4 digit code _____ (Staff will call if credit card is not on file)

Choose your school -

☐ Alice Smith (am only) ☐ Caughlin Ranch ☐ Desert Heights (am only) ☐ Dodson ☐ Double Diamond ☐ Elmcrest (am only)
☐ Glenn Duncan (am only) ☐ Hunter Lake ☐ Jessie Beck ☐ Lemelson (am only) ☐ Mamie Towles ☐ Mount Rose ☐ Peavine
Poulakidas, ☐ Roy Gomm ☐ Sarah Winnemucca ☐ Silver Lake ☐ Stead (am only) ☐ Virginia Palmer (am only) ☐ Westergard, George

FULL-waitlist available

Choose your days/weeks - weekly & daily rate available – all days are represented so we know when to/not expect your child(ren)

August 9-13 (payment due 8/6)

AM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All AM's
PM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All PM's

August 16-20 (payment due 8/13) (1st day of Kindergarten)

AM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All AM's
PM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All PM's

August 23-27 (payment due 8/20)

AM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All AM's
PM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All PM's

August 30-Sep 3 (payment due 8/27)

AM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All AM's
PM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All PM's

September 7-10* (payment due 9/3) *no school or camp 9/6 Mon Labor Day

AM ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All AM's
PM ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All PM's

September 13-17 (payment due 9/10)

AM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All AM's
PM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All PM's

September 20-24 (payment due 9/17)

AM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All AM's
PM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All PM's

September 27-Oct 1 (payment due 9/24)

AM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All AM's
PM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All PM's

October 4-8 – FALL Break – Check our camp locations

October 11-15 (payment due 10/8)

AM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All AM's
PM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All PM's

October 18-22 (payment due 10/15) Conference Week

AM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All AM's
PM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All PM's

October 25-28* (payment due 10/22) *no school or camp Fri 10/29 NV Day

AM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ All AM's
PM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ All PM's

November 1-5 (payment due 10/29)

AM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All AM's
PM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All PM's

November 8-12 (payment due 11/5) *no school/camp Thu 11/11 Veterans

AM ☐ Mon ☐ Tue ☐ Wed ☐ Fri ☐ All AM's
PM ☐ Mon ☐ Tue ☐ Wed ☐ Fri ☐ All PM's

November 15-19 (payment due 11/12)

AM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All AM's
PM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All PM's

November 22 & 23* (payment due 11/19) *no school 11/24, 11/25, 11/26

AM ☐ Mon ☐ Tue (Camp is available Wed 11/24)
PM ☐ Mon ☐ Tue EMNECC 334-2262 to register/pay

November 29-December 3 (payment due 11/26)

AM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All AM's
PM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All PM's

December 6-10 (payment due 12/3)

AM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All AM's
PM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ All PM's

December 13-16* (payment due 12/10) *no school 12/17 Friday (Camp is available Fri 12/17 - EMNECC 334-2262 to register/pay)

AM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ All AM's
PM ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ All PM's

Youth Programs Guidelines (Camps and Sierra Kids)

Coronavirus/COVID-19 special guidelines, rules and protocols may be put in place and supersede guidelines when deemed necessary

IMPORTANT INFORMATION

INSURANCE AND LIABILITY - The City of Reno Parks, Recreation & Community Services Department does not provide hospital or medical insurance coverage or assume responsibility for injury to any participants in its programs. Participants are encouraged to obtain their own insurance coverage prior to the start of any program and to consult with a physician before participating in any strenuous activity.

PHOTOS - Photos/video may be taken of participants in sponsored programs/parks. Photos are for City use only and may be used in promotional materials / internal communication. If you do not want yourself or child photographed, please notify the Youth Office in writing.

CODE OF CONDUCT - Refer to the Parent Handbook – a copy is at every program.

ACCESS FOR ALL - We welcome everyone to participate and enjoy programs/facilities regardless of race, age, color, religion, sex, sexual orientation, national origin, or disability. If you or family members require a reasonable accommodation to participate in a program, please call a minimum of five business days prior to the start of the program. Upon notification, efforts will be made to accommodate your request. If you have any questions or need additional information please contact the Inclusion Services staff at 775-334-2262. Hearing impaired persons can use Nevada Relay dial 711.

SCHOLARSHIPS - A fee assistance program may be available to those who qualify based on income requirements. The Scholarship Form(s) and supporting documentation must be submitted two weeks prior to program date. Inquire at 334-2260.

PAYMENTS, REFUNDS, TRANSFERS AND CREDITS

FULL PAYMENT is required at the time of registration, in advance, prior to the use of programs, services or facilities. Payments will not be accepted on site for any class or program. **We do not bill for services.** Services will not be provided to customers with delinquent accounts. Fees are not pro-rated for unused or missed classes. Scheduled "Payment Plans" may be available for some programs.

A SERVICE FEE of \$30 for any returned check/payment and if the account is unpaid and turned over to a collection agency, an additional charge of 20% of the principal balance for collection costs will be charged.

YOUTH - SIERRA KIDS: Registration & Payment are required BEFORE the child attends program. A completed payment plan form may be required to secure child(ren) spot. A \$10 late fee will be added to all unregistered / unpaid attendance. Withdrawals, changes, transfers, additions will be accepted until the FRIDAY before the week of service.

PROGRAM HOURS: Children are not allowed in the building before designated hours. Late pickup fees are \$1 a minute (per child) after program conclusion and payment is required within 24 hours.

REFUNDS OR CREDITS: A Request for Refund, Transfer and Credit Form must be received by the criteria deadlines listed below.

CUSTOMER REQUESTED REFUNDS will be charged an admin fee of \$10 per activity (not for credits & transfers).

SIERRA KIDS, CAMPS/VACATION STATION: Registration will be taken on a first come – first served basis until programs are filled.

NO CREDITS, REFUNDS or TRANSFERS will be issued for missed, sick, suspended, late registration or Washoe County School District SNOW days or hazardous air days.

YOUTH PROGRAM INFORMATION

Below is quick reference, see Parent Handbook for complete list of rules & procedures.

HOUSEHOLD ACCOUNT FORM, PARTICIPANT INFORMATION FORM & CORONAVIRUS/COVID-19 WAIVER must be completed prior to attending.

AGES: 6-12.5 years - 5 Year olds can attend camps if they are attending/have attended a Washoe County School District School. They cannot ride in City Vehicles for field trips or transportation to Vacation Station. They can attend field trips in WCSD busses.

PARENT HANDBOOK: Please read & enforce the City of Reno Youth Services parent handbook to ensure the health and safety of all children participating in the program. Please call the Youth Office at 334-4280 for info.

SEPARATE ACCOUNTS: Adults may have separate household accounts for registration & payment of same participants, however only ONE PARTICIPANT INFORMATION FORM will be accepted and kept on file for each participant. If Parent/Guardians cannot agree on the names that appear on this form then only parent/guardians will be able to pick up participants and be called in an emergency.

SIGN IN/OUT: Parents, guardians/authorized individuals listed on the Participant Information Form are required to escort and sign child in/out from the program daily. A picture ID will be required of all individuals picking up your child. All changes and additions to the Participant Information Form require a new form be completed by a legal guardian. Request for a one time emergency participant pickup must be done in writing in person or FAX child's name, school/camp site, date and who will be picking up along with your signature and parent ID to the Youth Office at 321-8347. Phone changes not accepted.

MEDICATION: Staff will not administer or distribute any medication at any time.

DISCIPLINE REPORT AND POLICY: In order to guarantee all children an active, positive and safe recreational opportunity, inappropriate behavior will not be allowed. If there are behavior problems that cannot be resolved at the staff level a discipline report will be given to the parent. Examples include, but are not limited to: abusive language/inappropriate gestures, fighting/ assault, disrespect of staff or property, stealing and/or other disruptive and outrageous behaviors. Any child inflicting physical harm on another child or leader will be suspended from the program immediately.

ZERO TOLERANCE: If you have concerns or questions about our programs, please address staff in an appropriate and calm manner. The City of Reno has a zero tolerance policy of work place violence, physical force, harassment, intimidation, or abuse of power or authority.

ELECTRONICS/TOYS AND VALUABLES: We do not permit children to bring toys and valuables to programs. This includes any type of electronic toy or game, collectibles or cell phones. The City of Reno is not responsible for lost or stolen items.