

REAL

2016-2017 School Year Application

Admission to REAL is on a “first come, first serve” basis. We will start accepting applications on **Tuesday, July 5th**. All applications must be **mailed** in to our office. **We are unable to accept walk-in registrations until July 18th.**

Students who are currently in our program must reapply and submit an application. Applications that are incomplete or missing registration fees will not be processed.

Friday, July 29th – Application Deadline to begin the first week of school.

Parks and Recreation REAL Program 2016 - 2017

- ☐ Jessie Clark Middle
☐ E.J. Hayes Middle

Date Received: _____
Check Number: _____
Pay Type: _____
Confirmation: _____

☐ AM Session \$5.00/ daily ☐ PM Session \$5.00/daily Registration Fee \$20.00 per child

Please mail applications to: Parks and Recreation ATTN: REAL 545 N. Upper St. Lexington, KY 40508

REAL accepts checks or money orders ONLY at site. Make checks payable to Parks and Recreation. If you wish to pay by credit card contact the office at 288-2929.

Applications will be processed starting July 5th, 2016 by mail only. We will not accept applications postmarked before July 1st, 2016. Application deadline to start the first day of school is Friday, July 29th, 2016.

PLEASE PRINT ALL INFORMATION LEGIBLY AND USE SEPARATE FORM FOR EACH CHILD

Student Name: _____ Birth Date: _____ Grade: ____ Gender: ☐ M ☐ F

Address of Student: _____ Home Phone: _____

City: _____ State: _____ Zip: _____ Email: _____

Mother/Guardian's Name: _____ Work Phone: _____

Cell Phone: _____ Place of Employment: _____

Father/Guardian's Name: _____ Work Phone: _____

Cell Phone: _____ Place of Employment: _____

Child lives with: ☐ Both Parents ☐ Mother ☐ Father ☐ Guardian

EMERGENCY CONTACT AND CHILD RELEASE AUTHORIZATION (IF PARENT/GUARDIAN LISTED ABOVE CANNOT BE REACHED)

Name _____ Relationship to Child _____ Phone _____

Name _____ Relationship to Child _____ Phone _____

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Name _____ Relationship to Child _____ Phone _____

Note: We cannot release your child to anyone other than the parent/guardian with whom the child lives or the persons listed on this form. Individuals should be prepared to show identification.

List any medical/physical limitations/precautions (food/insect/environmental allergies, frequent exhaustion, recent surgery, accidents etc.): _____

Does your child need an accommodation due to disability in order to fully participate in this program? (ex: sign language interpreter, one-on-one supervision, etc.) ☐ Yes ☐ No

If yes, please describe: _____

Does this child have an IEP or 504 plan? ☐ Yes ☐ No

If medication is taken on a daily basis please alert Site Director on first day of school and appropriate forms will be filled out at that time. (*Dosage and time to be given must be marked on the **original medicine container** sent to REAL.*)

Please list child's current medications: _____

What is this medication for? _____

Family Physician: _____ Phone: _____

Hospital choice in case of emergency: _____

CHILD'S NAME: _____

MEDICAL CONSENT AGREEMENT AND RELEASE:

(1) I hereby authorize the Lexington-Fayette Urban County Government (its agents, employees, representatives, elected or appointed officials or designee(s)) and the agents or employees of its Division of Parks and Recreation (collectively referred to as "LFUCG"), to act for me according to their best judgment in any emergency requiring medical attention for me or my son, daughter, or ward and/or to treat me/my child for any injury/illness that I/he/she sustains during participation in any designated Parks and Recreation activity. Also, I waive and release the LFUCG from any and all liability for any injuries or illnesses incurred while participating in the above activity(s).

(2) I understand that I am responsible for any costs incurred due to injuries received in participating in the above activity(s) covering medical and dental expenses. I further accept responsibility that I and/or my son, daughter or ward, is physically able to participate in the above activity(s).

SIGNATURE OF PARENT/GUARDIAN: _____ **DATE:** _____

PARENT AGREEMENT:

(1) I have read the REAL Parent Handbook and will comply with all the policies and procedures stated therein. I also agree to abide by the Civility Policy detailed in the Parent Handbook. I understand that failure to adhere to these policies may result in my child's termination from the REAL after school program.

(2) I understand that by signing this application I am responsible for payment and will comply with payment deadlines as detailed in the Parent Handbook.

Guardian Social Security(last 4 digits): xxx- xx- ____ ____ Guardian Date of Birth: _____

(3) I have accurately stated all medical/health concerns and listed any and all medication my child may need. I understand I must provide any medicine needed and sign a medical log each day. I understand I must provide a current immunization record for my child. I understand that failure to accurately list medical concerns is grounds for dismissal from the program.

(4) I give LFUCG Parks and Recreation permission to use my child's photo in promotional literature.

SIGNATURE OF PARENT/GUARDIAN: _____ **DATE:** _____

WAIVER AND RELEASE AGREEMENT:

(1) The undersigned (being of lawful age and the parent/guardian of the undersigned student) having requested that their minor child participate in the REAL Program and related events and activities; and whereas the Lexington-Fayette Urban County Government, Division of Parks & Recreation and the Fayette Public Schools are willing to let their minor child participate in the REAL Program. The undersigned do hereby waive, release, and discharge the Lexington-Fayette Urban County Government, Division of Parks & Recreation and the Fayette County Public Schools from any and all claims, actions, demands, and unknown foreseen and unforeseen bodily/personal injuries and property damages, and consequences thereof resulting from the activities of the REAL Program.

(2) It is understood that for, and in consideration of, granting permission for their minor child to participate in the REAL Program that the undersigned hereby acknowledges that they have received a copy of the REAL Handbook, have thoroughly familiarized themselves with its contents, and agree to obey and abide by all the rules and regulations contained herein. The undersigned fully declares that they have admonished their minor child to conduct themselves properly at all times and have advised their child that if he/she should believe any of the facilities or equipment to be unsafe to immediately advise his/her counselor of such condition and refuse to participate further in the activity.

(3) The undersigned acknowledges and understands that the Lexington-Fayette Urban County Government provides only minimal medical expense benefits through an Accidental Death and Dismemberment insurance policy for the REAL Program. Benefits provided under this policy are supplemental only to the extent of policy limits and comes into effect only after all primary funding sources available have been exhausted. Any deductible amounts will be the sole responsibility of the participant. The Urban County Government itself will not provide any form of medical insurance and the Urban County Government, its representatives, supervisors and employees will not be responsible for any expense incurred due to any injury to my child during participation in the Program. Should the undersigned determine that additional coverage is required said coverage shall be the sole responsibility and expense of the participant.

I hereby assert that I fully understand and agree to these waivers and agreements.

SIGNATURE OF PARENT/GUARDIAN: _____ **DATE:** _____



Mayor Jim Gray

LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT

Division of Parks & Recreation

Parent Handbook—Please Keep For Your Records

THE RECREATION ENRICHMENT AND LEARNING (REAL) PROGRAM IS AN EXCITING PROGRAM DESIGNED TO PROVIDE ACTIVITIES FOR YOUR CHILD AT A REASONABLE COST. REAL IS A COOPERATIVE VENTURE OF THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT DIVISION OF PARKS AND RECREATION AND SELECTED FAYETTE COUNTY PUBLIC SCHOOLS. IT OFFERS STUDENT ENRICHMENT OPPORTUNITIES TO INCLUDE EDUCATIONAL SUPPORT, POSITIVE SOCIALIZATION SKILLS AND A VARIETY OF LEISURE ACTIVITIES. THIS HANDBOOK HAS BEEN DESIGNED TO PROVIDE YOU WITH IMPORTANT INFORMATION AND THE POLICIES OF THE REAL PROGRAM.

Administration and Staff

REAL is administered through the Lexington-Fayette Urban County Government Division of Parks and Recreation. Each REAL site is staffed with a site director who has (or is working towards) a degree in education, recreation, psychology or a closely related field. This person is responsible for close communication with the school principal, staff and participating students. The site director will also ensure quality in program curriculum and will provide continuity between the REAL activities and regular school policies with regard to student conduct. Program staff will include school staff, college students and other individuals skilled in various leisure activities. These individuals will program the daily activities and provide the recreational support. REAL will maintain a student to staff ratio of 15-1. All site personnel will receive adequate in-service training prior to employment.

Activities

Both indoor/out door learning opportunities are provided with time for active play as well as time to relax, read, and participate in quiet activities. We provide a nurturing environment yet encourage independence associated with adolescence. Activities include arts and crafts, recreational games, homework assistance, active play, and nature activities.

Costs and Payment Information

A registration fee is due with the application for the school year. Please give your weekly checks (payable to Parks and Recreation) to the REAL site director. We accept personal checks, money orders or you may pay over the phone (288-2929) using your debit / credit card. No cash is accepted on site. **A late fee of \$15 will be assessed to all payments received after 6:00 p.m. on Friday of the week the child(ren) are attending. Please keep your weekly fees current. Your child could lose his/her spot in the program due to a delinquent account.**

The rate is as follows:

\$5.00 per morning session \$5.00 per afternoon session

You are only charged for the sessions your child attends.

We do not offer Full Days or Snow Days for REAL Students. We do however open at regular time (7:15 am) when school is delayed due to inclement weather. In the event of early dismissal, staff will be at the school to meet the children. We do ask that you pick up as soon as possible for all staff, students and families can get home safely.

Please note that the parent or guardian who signs the REAL application is responsible for payment. In the event of shared custody we must be notified of specific billing arrangements before your child starts the program. We are unable to split accounts without a court order.

Holidays/Program Closings

REAL will be closed on all holidays observed by the Lexington-Fayette Urban County Government. No fees are assessed for these days:

Labor Day President's Day Memorial Day Martin Luther King Day Thanksgiving Holidays Christmas Holidays

The program will also be closed for training between the end of the school calendar and the start of summer camp for training.

Arrival & Pick-up

An adult (minimum of 16 years old) must sign each child in and out of the REAL program. Failure to sign in or out can result in the termination of REAL services. Parents must enter their child's departure time on the sign in/out form. Parents/Guardians or an authorized person must accompany the child from the REAL site. Closing time is 6:00 p.m. **Should a child be picked up after the closing time, the parent or guardian is assessed a penalty of \$5.00 at 6:05 p.m. A \$5.00 charge for every additional 5 minutes late per child will be added to the weekly fee.** This fee is to be paid when the child is picked up. If not paid at time of pick-up, it will be tacked onto the next weekly tuition fee. After 6:00 p.m., if a parent has made no contact, a responsible party from your emergency contact list will be contacted to come to the site and pick up your child. If no one is available from your emergency list, the local police will be contacted at 7:00 p.m. and the child will be taken into protective custody until a parent can be located. **Failure to pick up your child by 6:00 p.m. on a regular basis is grounds for dismissal from the REAL program.**

Illnesses

REAL cannot provide for sick children. Please do not send your child to the program if they are ill. We are concerned for the health and welfare of each child; therefore, we require that your child be picked up as soon as possible in the event that they become ill at the program.

Behavior Management

Standards of behavior in the REAL sites parallel those in the school classroom. Children are expected to respect the staff and to follow the rules. All rules are directed toward avoiding injury to persons or property while insuring fairness. To insure a safe, courteous and positive environment, it is necessary to firmly deal with unacceptable behavior. Discipline in REAL is assertive rather than aggressive. A disruptive child may be removed from a group situation to regain self-control or be denied a privilege. The goal of the program is for children to accept responsibility for their own behavior, both the rewards and consequences. Any form of discipline that would impair a student's self respect is avoided. In the event that a child's behavior endangers another's welfare, is destructive to property, or disrespectful to authority, they will be given a discipline referral with a copy given to the parent. In the event that the site director deems it necessary, parents may be called to pick up their child immediately. Four discipline referrals during the school year will result in the child being dismissed from the program, followed by a 6-month ineligibility to re-enroll. Please help us provide a safe, courteous environment for all students and staff by emphasizing appropriate behaviors at home and by supporting the REAL staff in the event that a discipline problem may arise. Our goal is to assist children in learning to take responsibility for their actions and receive the natural rewards and consequences that their actions may bring. Behavior management is a day-to-day lesson in learning to make correct choices as well as learning how to interact positively with both children and adults. REAL reserves the right to dismiss your child from our program in the event that their behavior threatens the safety of our staff and/or the other children in the program. We do not tolerate bullying of any kind.

Emergency Situations

In the event of an emergency or natural disaster, the following procedures will be in effect. All children will follow the school site disaster plan that is posted. All children will be kept at the school until they are picked up by the parent or other authorized person. A person authorized by the parent to pick up a child will be asked to present identification to the staff. Should it be necessary to evacuate children from the school, the evacuation site will be posted on the school door and every effort will be made to contact parent or guardians. Staff members will remain at the site with the children until they are released to the parent or authorized person. Please keep the emergency information sheet in your child's file current to assist the REAL staff in the event of any emergency.

REAL Civility Policy

It is the intent of The REAL Program to provide a positive environment for socialization as well as learning. To that extent, every adult that comes through the doors becomes a role model for positive socialization skills and effective problem management. The REAL Program reserves the right to deny service to any child whose family members or associates do not exhibit the appropriate behavior for an environment of growth and learning. All parents and associates are reminded that displays of anger, inappropriate behavior, and physical abuse can result in the termination of services to that entire family. The first infraction will be greeted with a warning to inform the family that a second infraction will result in termination of services. The REAL management staff reserves the right to determine what constitutes an infraction. Swearing, threatening gestures, raised voices, and intoxication are several good examples. Serious infractions may be referred to the proper authorities.

Parent Involvement

Families are an important part to the REAL program. An information area will be located near the REAL program sign in/out form. Please check here regularly for information on upcoming events.

Tax Information

The Lexington-Fayette Urban County Government tax ID number is 61-0858140. The address for Parks and Recreation is: 545 North Upper Street, Lexington, Kentucky 40508. We will not automatically send out yearly statements. Please save your cashed checks for your records. Receipts are available weekly from the site director or program secretary for your childcare costs. Tax information will only be given to the parent or guardian who signed the REAL application.

IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CALL THE PARKS & RECREATION REAL OFFICE AT (859) 288-2929.

OUR OFFICE IS OPEN MONDAY – FRIDAY FROM 9:00 A.M. –5:00 P.M.

PLEASE VISIT OUR WEBSITE AT: WWW.LEXINGTONKY.GOV