

**Mason City Parks & Recreation Department
Before & After School Program Registration Packet
2023-2024**

Child's Name: _____ Child's Age: _____ M or F

Child's Address: _____ City: _____ State: _____ Zip Code: _____

Child's Date of Birth: _____ Grade: _____ School: _____

Email: _____

My child will attend (Place an "X" in the appropriate places):

Before School: (7:00am-8:00am)
Attending the before school program?: <input type="checkbox"/> Yes <input type="checkbox"/> No
Late start Mornings (Weather): <input type="checkbox"/> Yes <input type="checkbox"/> No
After School: (3:00pm-5:30pm/ Wed: 1:40pm-5:30pm)
Attending the After school program? <input type="checkbox"/> Yes <input type="checkbox"/> No
Attending Early out Wednesdays?: <input type="checkbox"/> Yes <input type="checkbox"/> No
Early Outs (Weather): Yes <input type="checkbox"/> No <input type="checkbox"/>
If anything changes, please let the office know

PARENT INFORMATION

Parent Name	Phone Number & Provider for text messages	Employer	Work Phone Number

IF WE CANNOT REACH PARENTS IN CASE OF AN EMERGENCY, CALL:

Name	Relationship	Phone	Can this person pick up your child?
			Yes No
			Yes No

Is there anyone who may not pick up your child? Name: _____

What would you like done if this person(s) tries to pick-up your child? _____

HEALTH AND MEDICAL RECORD

Please answer all questions on this page in the case of an emergency.

Child's Doctor Name & Phone Number:

Child's Dentist Name & Phone Number:

Name of Insurance Company: _____ Policy Number: _____

Child's Allergies: _____

Is your child subject to fainting? _____ Convulsive seizures? _____ Other: _____

Comments and recommendations to the Recreation staff regarding caring for you child:

Does your child have an IEP that would help us care for them? _____

Hobbies, interests, favorite sports, special abilities, etc.: _____

Habits, moods, traits, or experience we should know about: _____

What motivates your child to behave positively? Recommendations for behavior management techniques?

All information provided is confidential. Thank you for taking the time to help us get to know your child better. The recreation staff and I will use this information to make sure your child has a positive and rewarding experience in our childcare programs.

Dylan Hall, Recreation Programmer

PLEASE READ THE FOLLOWING, CHECK YES OR NO AND SIGN WHERE APPROPRIATE

In the event that my child is injured during any Recreation activity, I authorize the MC Recreation staff to call a physician or dentist for medical care for my child and admit my child to a hospital, if necessary. I understand the MC Recreation staff will make a concentrated effort to contact parents/ guardians on emergency number listed prior to hospitalization, but if not possible, this experience will be accepted by us.	___Yes ___ No
The MC Recreation Department has permission to photograph or video my child for promotional advertising and media purposes for the Mason City Parks & Recreation Department.	___Yes ___ No
I agree to notify the Recreation Department if phone numbers, people that pick up my child, or address change.	___Yes ___ No
My child will be escorted into the facility at drop off and out of the facility at pick up by only those indicated on the registration packet.	___Yes ___ No
I understand that my child may be transported by school bus/ city vehicle to and from school. This includes days in which there are early release/ late start at the school. I affirm that my child's participation in the transportation program is entirely my choice, with the understanding of risk or accidental injuries that may be involved in any transportation to and from the program site.	___Yes ___ No
I acknowledge that the Mason City Recreation Department is fully responsible for the child once they have entered/ checked into the Before & After School program and if the child does not check into the program the Recreation Department is not liable or responsible for your child.	___Yes ___ No
I acknowledge that the Mason City Recreation Department staff will do their best to assist your child with their assignments, but it is the parent's responsibility to make sure the work is reviewed before turning it in to teacher.	___Yes ___ No
I acknowledge no refunds will be given for the program after registrations without a week's notice of withdraw. Please see refund policy in Manual or website at www.masoncity.net	___Yes ___ No
I acknowledge that I received a copy of the Mason City Before & After School Program Policy & Procedures Handbook and have thoroughly read through this information.	___Yes ___ No

By signing below that your child has your permission to take part in the Mason City Recreation Department's Before & After School Program. I hereby accept full responsibility for his/her behavior and for his/her participation in the program. I hereby for myself, my heirs, executors and administrators, waive and release any and all rights and claims for damages I may incur against the City of Mason City and/or the Mason City Recreation Department, its committees, agents and representatives for any and all injuries suffered by my child at the Before & After School Program activities and/or during any special events. By their very nature, children playing, body contact, substantial physical exertion, emotional stress, and/or use of equipment represents a certain risk to users. Participants assume responsibility for any risk, implicit or direct, by participation in said activities. You are further advised that the City of Mason City does not provide medical insurance covering injuries to participants.

Child's Name: _____

Parent/Guardian Signature _____ Date _____





AUTOMATIC PAYMENT FORM: CREDIT/DEBIT CARD

Complete and return this form to:
Mason City Recreation Department
Southbridge Mall
100 S. Federal Ave., Suite 201
Mason City, IA 50401
641-421-3673 (Phone) : 641-421-3635 (fax)

Credit/Debit Card Payment Authorization		
(Please Print)		
I authorize Mason City Recreation Department, to initiate recurring credit/debit charges to the below referenced credit/debit account for the purpose of collecting childcare related payments. I authorize Mason City Recreation Department to withdraw sufficient funds to pay my regular childcare fees that are due and payable. I authorize Mason City Recreation Department to use the third party sender, Active Net, to process all payments.		
Name as it appears on Card:	Phone:	
Children's Name(s)		
Please enter children's last name if the cardholder's last name is different.		
Cardholder Billing Address:		
City:	State:	ZIP Code:
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express		
Credit Card Number:		
Expiration Date:	CVV/CVS (security code on back of card:	
Signature:	Date:	
PLEASE KEEP A COPY OF THIS AUTHORIZATION FOR YOUR RECORDS		

Billing:

The Recreation Department always strives to provide efficient and effective services. We reviewed our childcare program and we have made some changes to our childcare billing and payment process to become more efficient. Continuing in the 2023-2024 school year, you will be able to choose between two payment options for your childcare programs, and we will be doing Bi-Weekly billing.

Option #1: Credit/Debit Card

Participants will provide a Credit/Debit Card that Mason City Parks & Recreation will keep secure through a third-party software program. We will automatically charge childcare fees bi-weekly on the days listed below and email you a copy of your transaction receipt.

If at any time your Credit/Debit Card is declined for insufficient funds or flagged as lost or stolen; you will be allowed a 2-day grace period where you can pay by cash or check in person, or we will attempt to re-charge your card the next day. If payment is not made by the end of the second day, childcare services will be terminated, until payment has been made. This may also result in losing your spot in the program.

Option #2: Money on Account

If you choose to not provide us your credit card information, participants will be **required to have a balance** on their account of \$150.00 per child at all times. We will automatically deduct childcare fees bi-weekly on the days listed below and email you a copy of your transaction receipt. If at any time your account does not have sufficient funds to cover your bill, you will have a 1-day grace period to cover the remaining balance; plus have the \$150.00 balance per child on your account or services will be terminated until payment has been made. This may also result in losing your spot in the program.

Registration Fees: \$25.00 per child

Fees: \$3.00 per hour that the child is at the program.

Bi-Weekly Billing dates	Payments Withdrawn
August 23 rd -Sept 1 st	September 5 th
Sept. 5 th - Sept. 15 th	September 18 th
Sept. 18 th -Sept. 29 th	October 2 nd
Oct. 2 nd - Oct. 13 th	October 16 th
Oct. 16 th -Oct. 27 th	October 30 th
Oct. 30 th -Nov. 10 th	November 13 th
Nov. 13 th - Nov. 21 st	November 27 th
Nov. 27 th -Dec. 8 th	December 11 th
Dec. 11 th -Dec. 22 nd	December 26 th
Jan. 3 rd -Jan. 12 th	January 15 th
Jan. 15 th -Jan 26 th	January 29 th
Jan 29 th - Feb. 9 th	February 12 th
Feb. 12 th -Feb. 23 rd	February 26 th
Feb. 26 th -Mar. 8 th	March 11 th
Mar. 18 th -Mar. 29 th	April 1 st
April 1 st -April 12 th	April 15 th
April 15 th -April 26 th	April 29 th
April 29 th -May 10 th	May 13 th
May 13 th -May 24 th	May 28 th

No School Days Child Care

The Mason City Parks & Recreation will provide No School Day Child Care for the days the kids do not have school. The No School Day Child Care will be located at the Mason City Recreation Office which is located at the Southbridge Mall. During these days kids will be going on mini field trips throughout town, have theme days, and doing fun activities!

Registration:

- Pre-registration & payment for each day required. Openings are limited.
- Daily rate \$35 per day. This includes lunch and snack.
- Ages: 5 years old-12 years old.

No School Days

- January 2nd
- January 15th
- February 19th
- April 11th
- April 12th

Winter Break Camp

Come hang out with the Recreation Department during winter break! Each day of camp there will be theme activities, games and adventures! Lunch will be provided each day. Ages for this camp is 5-12 years old. Registration will start November 27th-December 20th. We will be announcing what we are doing for winter break camp closer to November, but here are the dates to save in your calendar.

- December 26th: TBD
- December 27th: TBD
- December 28th: TBD
- December 29th: TBD

Spring Break Camp

For those not going anywhere for spring break, here are some camps to keep your kids active! Spring Break Camp will be filled with crafts, games and some exciting field trips! Lunch will be provided each day. Ages for this camp is 5 to 12 years old. Registration will start February 12th and deadline is March 8th. We will be announcing what we are doing for Spring Break closer to February, but here are the dates to save in your calendar.

- March 11th: TBD
- March 12th: TBD
- March 13th: TBD
- March 14th: TBD
- March 15th: TBD

Before & After School **Late Start & Early Out Weather Procedures**

As we know winter is coming! When it comes to Late Start at the schools or early outs here is the procedures we will be doing to make sure your child is safe and at the right place.

*** Late Start Scenarios**

- * School decides to have late start the night before or before 6:45am the day of:
 - * Please drop your kids off at the Parks & Recreation office. We will transport your child to the school when school is about to start.
- * School decides to have late start after 6:45am:
 - * Kids will stay at the school until schools starts.

*** Early Out Scenarios**

- * If schools have an early dismissal due to weather:
 - * Park & Rec staff will transfer the kids back to the Recreation office and parents need to pick up their kids no later than 5:30pm. We want to make sure our staff get home safely as well. We will provide a snack at normal time.

*** School Cancellation**

- * School District cancels school:
 - * There will be childcare offered at the Rec Office from 7 AM to 5:30 PM
 - * We will provide a lunch if needed for kids that didn't bring a sack lunch, with an extra fee of \$2.50.
- * School has two hour delay then cancels school:
 - * Kids will stay at the Recreation office and the office will close at 5:30PM
 - * We will provide a lunch if needed for kids that didn't bring a sack lunch, with an extra fee of \$2.50.

Please feel free to contact the
Parks & Recreation staff if you have any questions!

