

Step by Step- Monomoy Registration Check List

- I. _____ **Read over entire information packet.** *You will need one packet for each child you are registering. You will only need to complete one scholarship form for your family. All other forms must be filled out completely for each child.*

Please note:

- Monomoy Summer programs will be first come first served this year.
- The Summer Program is accepting children who have completed grades K-4 ONLY.
- Must be Chatham Year Round Resident or Enrolled School Choice Student to Register. All others will be placed on a waiting list
- All summer programs will run for the 8-week period (June 27 -Aug 19) and require a \$25 non-refundable registration fee (per family), due at registration. Fees listed are for the entire 8-week program. Program fees are used to offset transportation, supervision and administrative expenses. Monomoy will assess a \$10.00 fee for each subsequent schedule change.
- Fully Completed Registration Forms must be submitted in order to register. Forms must be filled out in order to register.
- Forms available beginning April 27. We suggest you pick them up and fill them out before arriving at the registration.
- Please note that priority for all scholarship funds is given to Chatham year-round residents.
- Currently enrolled Monomoy Families may early register for Summer Friday, April 29th 7:30-5:30PM
- Registrations will be taken from Chatham year-round residents and enrolled school choice families only beginning May 2, 2011. In an effort to meet the needs of Chatham's working families, programs will maintain an enrollment priority for year-round, full-time, working parents residing in the Town of Chatham.

- II. _____ **Use the program listing page in your brochure to mark the programs and days you would like to select.**

- III. **Complete the entire registration packet.** *Make sure your packet includes:*

_____ **Registration Form (2-SIDED! BE SURE TO FILL OUT THE FRONT & BACK)**

New forms must be completed each summer, but the form is then valid for the entire year.

_____ **Scholarship Form**

*If you are applying for scholarship funding you must complete the scholarship form attached and you must attach the correct income verification requested on the scholarship form. Please take the time to carefully complete every single question on the form. There are limited funds available **and incomplete forms will not be considered for scholarships.** You may register without a completed scholarship application, but your scholarship application is due back to Monomoy **NO LATER THAN MAY 13.** Call for program and scholarship results beginning Tuesday, May 20.*

_____ **Summer Program Selection Sheet**

*This sheet looks the same as the program list in the brochure. Put the same information you marked in the brochure onto this form. Be sure to sign up only for programs for which your child is eligible. Monomoy office personnel will fill in the fees section based on the selections you check. **Be sure to roughly add up the costs so that you will have an idea of how much you will need to pay by June 7.** You keep the summer brochure with your program selections for your reference.*

- IV. _____ **Are your Account Balances (school year) current?** *No applications will be processed unless all outstanding balances are cleared.*
- V. _____ **Have you paid the \$25/family non-refundable registration fee?** *No registrations are accepted without this fee.*
- VI. _____ **Do you know when your tuition is due?** *50% of your total bill is due June 3rd. **If payment is not made at this time, your slot for the summer will be given to a family on the waitlist.***
- VIII. _____ **Have you made a note of the following dates?**

May 13:	Scholarship applications and required income verification deadline.
May 20:	Program Sign-up and Scholarship Results Available: Be sure to call Monomoy 945-1501.
June 3:	50% of total fees due (less any confirmed scholarships).
June 27:	Programs Begin
July 18:	Summer Balance Due

Please Call If You Have Any Questions 945-1501

Monomoy Community Services, Inc. Program Registration Form

Date of Admission _____

Age at Admission _____

Grade as of 9/10 _____

Child's Name _____

DOB _____

Guardian/Parents: 1. _____

Relationship: _____

2. _____

Relationship: _____

Home Telephone: _____ Cell #/Pager: _____

Home Address: _____

Mailing Address: _____

Parent/Guardian Place of Employment and Work Address:

1. _____ Tel # _____

2. _____ Tel # _____

Siblings' Names & Ages: _____

Who should be contacted if we cannot reach the parent/guardian? (Please print)

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

Child's Physician/Doctor: _____ Phone: _____

Physician/Doctor's Address _____

Child Identification Information:

Eye Color _____ Hair Color _____ Skin Color _____ Sex _____

Height _____ Weight _____ Any Identifying marks?? _____

Name of any other program/school child presently attends: _____

Are physical exam records on file at school? _____ Yes _____ No

Any special limitations or concerns? (I.e. allergies, chronic health conditions, diet restrictions)

If yes, please explain _____

Medical Release

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. I hereby authorize the staff of Monomoy Community Services, Inc. to take my child to a doctor or hospital in case of accident or emergency for any medical treatment that may be necessary. I understand that Monomoy Staff members are trained in the basics of 1st Aid and I authorize them to give 1st aid to my child when appropriate.

I understand that Monomoy Community Services, Inc. cannot assume responsibility for accidents or injuries sustained on its premises or when my child(ren) are under the care of its staff.

I understand that I, as parent/guardian, not Monomoy Community Services, Inc. will be responsible for any medical expenses necessary during program hours or afterward, as a result of injury during program hours.

Insurance Policy Name and Policy #: _____

Parent Signature _____ Date _____

I, _____, give permission for my child, _____, to participate in all of the scheduled weekly activities located at the following local off-site facilities & locations & to accompany the group on trips including but not limited to:

- _____ Any/all Chatham School facilities & any/all Chatham school playing fields
- _____ Any/all Town of Chatham recreation, facilities, buildings & parks (including neighboring towns)
- _____ Town of Chatham Public Library
- _____ Chatham Creative Arts Center
- _____ Chatham Airport Playground
- _____ Holy Redeemer Church Playground
- _____ Downtown Chatham (Main Street Area)
- _____ Local Life-guarded beaches & local beaches (off-season, non-swimming) (including neighboring towns)

Weekly schedules are subject to change due to weather, attendance, or discretion of supervising staff. Each outing destination, as well as departure and return times, will be posted at program entrance. Periodically this list of off-site locations will be updated and a copy of said update will be provided to each parent/guardian.

Drop off/Pickup Procedures: Please check to signify your understanding of pick-up dropoff procedures

My Child will arrive at the program by:

- _____ supervised walk
- _____ supervised walk (Monomoy Staff)
- _____ school bus drop off
- _____ program van/bus
- _____ parent drop-off
- _____ other (describe _____)

My Child will depart from the program by:

- _____ unsupervised walk
- _____ supervised walk (who _____)
- _____ school late bus
- _____ program van/bus
- _____ parent pick up
- _____ other (describe _____)

Any alternative transportation requests or plans must be stated in writing and maintained in my child's file. In the event of an emergency or one-time change, please contact the office and include a written notification, whenever possible.

Field Trip/Special Event Authorization

I hereby authorize my child to attend field trips or special events away from the facility with the Monomoy Community Services Staff/Program. I understand that I am responsible for my child once he/she leaves the program. I understand I will be notified prior to any such trips.

_____ Yes _____ No

Photo Release

I authorize Monomoy to use photos of my child for promoting the programs and/or fund raising purposes.

_____ Yes _____ No

Phone List

I give my permission to include our name and phone number in a Monomoy telephone list that will only be released to our families. _____ YES _____ NO

I give my permission for my child to be released from the program at the end of the day as stated above and/or I give my permission to the following to receive my child at the end of the day. If no one is authorized, please indicate below by writing "no one".

Name _____	Relationship _____
Address _____	Phone _____
Name _____	Relationship _____
Address _____	Phone _____

I have read all of the above information and agree to abide by all of the policies & permissions.

Parent/Guardian Signature _____ Date _____