

City of Lake Charles
Recreation & Parks Dept.



Registration Packet

Parents/Guardians **MUST** register their own Child/children

Any child not going on a paid field trip, can not attend camp that day.



City of Lake Charles
Recreation & Parks Department
Summer Camp Registration

Camp _____
Year _____

Personal Information

Child's Name _____
 Last _____ First _____ Middle Initial _____ Boy _____ Girl _____
 Date of Birth (mo/day/year) _____ Age _____ Gender (circle one)
 Parent/Guardian's Name _____
 Home Address _____ City _____ State _____ Zip _____
 Home phone (Mother/Guardian) _____ (Father/Guardian) _____
 Cell phone (Mother/Guardian) _____ (Father/Guardian) _____

T-Shirt \$5.25 circle size	YS	YM	YL	AS	AM	AL	AXL
	add \$2.00 for XXL and \$4.00 per shirt for XXXL						

Pick up Information

This information is for the Camp Director in the event the child is picked up from camp or any field trips by anyone other than the child's parent or guardian.
 Name _____ Phone _____ Relationship _____

Emergency and Medical Information

Emergency contact (other than parent) _____
 Emergency contact's phone Home _____ Cell _____
 Preferred Hospital _____ Doctor _____ Phone _____
 Known medical conditions _____
 Allergies _____ Medications _____

Payment Information (this information for Paid Camp Only)

Session	Circle one				Week 1/2	Dates of session	Receipt#	Amount
	I	II	III	IV				
Session	I	II	III	IV				
Session	I	II	III	IV				

Release and Hold Harmless

Upon signing of this permission form, I (we) hereby grant permission for our child to participate in the planned field trip listed above, which is sponsored by the Dept. of Recreation & Parks. I (We) also understand that the City of Lake Charles and the Dept. of Recreation & Parks are not responsible for the liability arising out of participation in field trips and activities.

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING AND/OR VOLUNTEERING IN THIS ACTIVITY OR EVENT, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their liability without fault.

I certify that I am physically fit, have sufficiently prepared or trained for participation in the activity or event, and have not been advised not to participate by a qualified medical professional. I certify that there are no health related reasons or problems which preclude any participation in this activity or event.

I acknowledge that this Accident Waiver and Release from Liability Form will be used by the event holders, sponsors, and organizers of the activity or event in which I may participate, and that it will govern my actions, and In consideration of my application and permitting me to participate in this event, I hereby take action for myself, my executors, administrators, heirs, next of kin, succe ssors, and assigns as follows:

(A) I WAVE, RELEASE, AND DISCHARGE from any and all liability including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this event. THE FOLLOWING ENTITIES OR PERSONS: The City of Lake Charles, Louisiana (CITY) and/or its members of the city council, mayor, employees, volunteers, representatives, and agents, the activity or event holders, activity or event sponsors, activity or event volunteers.

(B) I INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in the above paragraph from any and all liabilities or claims made as a result of participation in this activity or event, whether caused by the negligence of release or otherwise.

I acknowledge that the CITY and/or its members of the city council, mayor, employees, volunteers, representatives, and agents are NOT responsible for the errors, omissions, acts or failures to act of any party or entity conducting a specific event or activity on behalf of the CITY.

Copy of Birth Certificate Required

I have read and do agree to the foregoing. NOTE: If Daycamp packet is not complete, Registration in not complete!

Parent/Guardian Signature _____

Date _____

Recreation Staff _____

Date _____



City of Lake Charles
Recreation and Parks Dept.

SUMMER DAY CAMP RULES

1. Campers **must** be picked up by 5:30 pm. If not picked up on time a fee of **\$10.00** for the first ten minutes and **\$10.00** every ten minute thereafter will be assessed and must be paid before the child/children can return to camp. (example: 5:31pm-5:40pm=\$10, 5:41-5:50=\$10, 5:51-6:00=\$10)
2. Appropriate shoes, clothing & jewelry must be worn. Child will not be able to stay in camp if not appropriately attired.
 - Shoes – **Tennis shoes only** (No flip flops, sandals, crocs, etc.)
 - Clothing – No short shorts, oversized/sagging ripped/torn clothing. Our dress code is in accordance with Calcasieu Parish School policies. Shorts, slacks and other dress, appropriate for the climatic conditions or daily activities should exemplify your play wear.
 - Jewelry – Boys; no earrings, Girls; no hoops/dangle earrings

Parent/Guardian Initials _____

3. All items belonging to campers must be labeled. (Shoes, clothes, snack, bags, towels, etc.)
4. No electronic games, cell phones, MP3 players, etc., will be allowed at camp. The City of Lake Charles Recreation & Parks Dept., and/or its employees will not be responsible for theft or loss of these items.
5. All belongings are to be lined up in designated area.
6. Upon arrival, campers are to come in and sit down where assigned
7. When a whistle is blown, campers are to stop what they are doing **IMMEDIATELY**, and pay attention to the Director/Counselors.
8. Campers are to go to assigned counselors when they need something or if something is wrong.
9. Campers are not allowed in **any** closet.
10. Snacks/drinks are to be eaten only during snack/drink time, not before or after.
11. When entering the cafeteria, campers are to enter **QUIETLY**. We are there to eat.
12. Campers are to answer their own name for roll call.
13. Campers are to remain with his/her counselor at all times.
14. No Horseplay or physical contact allowed, this includes but not limited to wrestling, pushing, chasing, hitting or hitting with an object, etc. Camper must notify Counselor if any occur.

Parent/Guardian Initials _____

BUS Rules

15. When entering the bus, campers are to sit in designated/assigned seats and remain seated at all times.
16. No games are allowed on the bus. Campers are to be quiet so that the driver is alert at all times.
17. No gum or food is allowed on the bus. Managers will distribute water as needed

Child's Signature

Parent/Guardian Signature

Date



City of Lake Charles
Recreation and Parks Dept.

COMMUNITY CENTER RULES

1. No fighting (physically or verbally).
2. No swearing (cursing).
3. No gambling (betting) on center grounds or in building.
4. No smoking on center grounds or in building.
5. No chewing tobacco on center grounds or in building.
6. No horseplay or physical contact allowed.
7. No using (“borrowing”) of things that do not belong to you without owner’s permission.
8. No wrestling, shoving, pushing, chasing, or hitting physically or *with* anything.
9. Children under the age of 10 must be escorted by an adult.
10. No running in the building.
11. No throwing things in the building.
12. Disruptions will NOT be tolerated during a class or a meeting. Those not participating in the class/meeting may be asked to leave.
13. Abuse of Center equipment, games, tables, chairs, vending machines, etc. will not be tolerated.
14. Interference with the Manager during the course of his/her duties is not acceptable and will not be tolerated.

Please see the Manager for further clarification of these rules.

I _____ have read the above rules
Print Name
with my minor child and agree to following all of the above.

Child’s Signature

Parent/Guardian Signature

Date

STATE OF LOUISIANA
DEPARTMENT of EDUCATION
Bulletin 1191
RULES for SCHOOL BUS RIDERS

A school bus with undisciplined passengers is a hazardous bus. The misbehavior of the students can lead to accidents. The driver must concentrate on the driving task at hand and cannot be expected to constantly discipline the students while the bus is in motion. A student's behavior on the school bus should be no different than in a classroom. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules:

1. Cooperate with the bus driver; your safety depends on it.
2. Be on time; the bus will **NOT** wait.
3. Cross the road cautiously under the direction of the bus driver when boarding and leaving the bus.
4. Follow the bus driver's instructions when loading and unloading.
5. Remain quiet enough not to distract the driver.
6. Have written permission and be authorized by the Principal to get on or off at a stop other than the designated stop.
7. Remain seated at all times when the bus is in motion.
8. Keep arms, head or other objects inside the bus at all times.
9. Refrain from throwing objects in the bus or out of windows and doors.
10. Use emergency exits only for emergencies, and when instructed to do so.
11. Refrain from eating or drinking on the bus.
12. Avoid use or possession of tobacco, matches, cigarette lighters, obscene materials, weapons, drugs or other prohibited items on the bus.
13. No glass objects or other objects allowed on the bus if prohibited by state or federal or local school board policies.
14. No band instruments, projects and other objects too large or too hazardous to be held by the passenger or stowed safely under the seat will be permitted on the bus.
15. Refrain from damaging the bus in any way.
16. Remove or secure any drawstrings on clothing or book bags to prevent injury to yourself or others.
17. Be courteous and safety conscious. Protect your personal riding privilege and enjoy the ride.

MY CHILD AND I HAVE READ AND UNDERSTOOD THE BUS RIDERS RULES.

Parent or Guardian's Signature

Student's Signature

STATE OF LOUISIANA

PARISH OF CALCASIEU

CITY OF LAKE CHARLES

CONSENT/RELEASE FORM FOR USE OF PHOTOGRAPH/VIDEO

I, _____ (the participant) do hereby give the City of Lake Charles (the Photographer//videographer), its assigns, licensees, successors in interest, and legal representatives the irrevocable right to use my name, picture, portrait, photograph or video image in all forms and in all media and in all manners without restriction as to changes or alterations (including but not limited to composite representations or derivative works made in any medium). I waive any right to inspect or approve the photograph(s)/video image(s) or finished version(s) incorporating the photograph(s)/video image(s), including any written copy that may be created and appear in connection therewith.

I hereby release and agree to hold harmless the City of Lake Charles, its assigns, licensees, successors in interest, and legal representatives from any liability by virtue of any alteration or use in composite form, whether intentional or otherwise, that may occur or be produced in the taking of the photographs/video images, or in any processing tending toward the completion of the finished product, unless it can be shown that the photograph(s)/video image(s) and the publication thereof were maliciously caused, produced, and published solely for the purpose of subjecting me to conspicuous ridicule, scandal, reproach, scorn, and indignity. I agree that the City of Lake Charles owns the copyright in these photographs/video images and I hereby waive any claims I may have based on any usage of the photographs/video images or works derived therefrom (including but not limited to claims for either invasion of privacy or libel).

Furthermore, I hereby declare that I am of full age of majority or have parental guardian's consent and I am competent to sign this release. I agree that this release shall be binding on me, my legal representatives, heirs, and assigns. I have read this release and am fully familiar with its contents.

Witness _____

Signed _____

Address _____

Address _____

Date _____, 20____

Date _____, 20____

Parental / Guardian Consent (if applicable)

I hereby declare that I am the parent or guardian of the minor named above, and have full legal authority to execute the above release. Accordingly, I approve the foregoing and waive any claims I may have based on any usage of the photographs/video or works as set forth herein above.

Witness _____

Signed _____

Parent or Guardian

Address _____

Address _____

Date _____, 20____

Date _____, 20____

**City of Lake Charles Recreation & Parks
Acceptable Use Policy for Internet**

1. Users will sign in on a specific log with first and last name, assigned computer number and exact times of usage.
2. Users will not put any personal information (phone number, address) about themselves or anyone else on the internet. Personal photos and work can be published if a signed release is on file.
3. Users will agree not to meet with someone they have met online. Inappropriate contacts should be reported to authorities immediately.
4. Users will not engage in any illegal activity such as any criminal activity or threatening or harassing any one.
5. Users will not act like someone else or an organization while using the City of Lake Charles' computer.
6. Users will log off personal accounts after use.
7. Users are not allowed to install software or download from websites.
8. Users will not attach any hardware such as wireless devices without permission.
9. Users should expect no privacy of the contents of personal files and email on the system. Messages relating to, or in the support of, illegal activities must be reported to the authorities.
10. Misuse of the system can result in possible legal action and/or prosecution, and will require restitution for costs associated with system restoration, hardware, or software costs.
11. Users bringing illegal and/or inappropriate materials into the system's electronic environment will be subject to disciplinary action.
12. All users must adhere to the city's general policy on internet usage.

I have read the LCRD Internet Terms and Conditions. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the Terms and Conditions is unethical and illegal. Should I commit any violation, my access privileges may be revoked and/or other appropriate action may be taken.

User Name: _____

User Signature: _____

Date: _____

Parent/Guardian Contract

As the parent or guardian of the child, I have read the Terms and Conditions of the Acceptable Use Policy. I understand that this access is designed for educational purposes and The City of Lake Charles has taken available precautions to monitor safe and appropriate access.

However, I also recognize it is impossible for The City of Lake Charles to restrict access to all controversial materials. I will not hold The City of Lake Charles responsible for materials acquired on the internet. I understand that my child will be responsible for any disregard of the Acceptable Use Policy. I hereby give permission for my child to have center use of the internet.

Domiciliary Parent (Please Print) _____

Signature: _____ Date: _____

Daytime Phone: _____ Evening Phone: _____



Late Fee Pickup for Summer Camp
\$10.00 every 10 minute interval
Camp hours 8:00 am – 5:30 pm

Late fee Example

5:31-5:40p = \$10.00

5:41-5:50p = \$10.00

5:51-6:00p = \$10.00

All students must be signed out by 5:30pm. Beginning at 5:31p.m., a late pick up fee will be assessed, per student, for every 10 minute interval or portion thereof. Late fees are due immediately at the time of the occurrence. Repeated late pick-up may result in termination from the program.

We are following the same late fee policy as the Calcasieu Parish School Board. If you have any question, contact the Area Supervisor at 337-491-1280.

Parent Signature _____ Manager Signature _____
Date _____ Date _____

The City of Lake Charles fully complies with Title VI of the Civil Rights Act of 1964 and related statutes, executive orders, and regulations in all programs and activities. The City operates without regard to race, color, national origin, income, gender, age, and disability. Any person who believes him/herself or any specific class of persons, to be subjected to discrimination prohibited by Title VI may by him/herself or by representative file a written complaint with the City of Lake Charles. The City's Title VI Coordinator may be reached by phone at (337) 491-1440, the Mayor's Action Line at (337) 491-1346, or contact the appropriate Department Head.