



County Commissioners of Kent County, MD Department of Parks & Recreation




Kent County Community Center
After School Drop-In Recreation Center

2019 - 2020 School Year

Dear Parent/Guardian:

Welcome to the 2019-2020 school year. We are looking forward to providing your child(ren) a safe and friendly environment at the Kent County Community Center as an alternative after school versus going home or participating in extracurricular activities. For this to happen, it is necessary for parents/guardians, as well as the youth, to be aware of the expectations of the staff of Kent County Parks and Recreation at the Kent County Community Center.

The enclosed information will give you and your child a clear understanding of the rules and guidelines that must be followed for youth to be permitted to utilize the Kent County Community Center Middle School/High School Age Drop-In Recreation Center. The Community Center provides a safe and welcoming environment for Middle School/High School age youth Monday through Friday (on full days of school) from September - May from 2:30pm - 5pm. The gymnasium is open to Middle School/High School age youth to actively engage in a variety of activities such as basketball, volleyball, dodgeball, and more. A computer lab, which is under the authority of the Kent County Public Library, offers a quiet atmosphere to complete homework assignments, as well as work on school research papers and projects (includes the option to print black and white copies for \$0.25/page). Youth may also enjoy table games in the lobby which include two arcade game units, air hockey, foosball and ping pong. A condition to utilize amenities at the Community Center requires all patrons age 12 and older to have a valid Facility Access Card. The Facility Access Card costs \$5 for youth and must be scanned upon each entry. The card expires one year from the date of purchase.

In an effort to maintain open communication between parents, youth and staff, parents/guardians must review the information included in this packet with their child, fully complete (and sign/initial where applicable) all pages and return the forms to the Community Center. The completed forms must be on file before youth are permitted to utilize the Community Center after school. *Registration can be made online through ActiveNet by visiting KentParksAndRec.org and clicking on . You will be required to create an online account before registering for a program (if you don't already have one - please do not create a new account before confirming if you have one first). You may also register in person at the Community Center or by mail (all required forms must be fully completed with all required signatures) to Kent County Parks and Recreation, P.O. Box 67, Worton, MD 21678).

We look forward to your child's participation at the After School Drop-In Recreation Center. If you have any questions, please feel free to contact Jill Coleman, Recreation Supervisor, at 410-810-5948 or jcoleman@kentgov.org.

Sincerely,
Myra S. Butler
Myra S. Butler, CPRP, PSO
Director

*** Important Online Registration Information:**

If registering online you are not required to complete paper forms, however upon your child's first visit to the Community Center this school year, he/she will be required to sign our printed copy of the online submission specific to Rules and Code of Conduct.

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County Commissioners of Kent County, MD * Department of Parks & Recreation

11041 Worton Rd., P.O. Box 67, Worton, MD 21678 * info@KentParksAndRec.org
KentParksAndRec.org * Facebook.com/KentCountyCommunityCenter

Middle/High School Age After School Drop-In Recreation Center Registration

*Please note that this may be the initial registration form, and depending on the program, additional forms may be required.
Your spot will be held pending the completion of the additional forms (if applicable).*

Registration Policies:

1. Please complete one (1) registration form for each participant and mail with payment, or for a nominal fee, register online at KentParksAndRec.org or register in person at the Community Center (no form required).
2. Registration must be completed in its entirety to be accepted.
3. Registration is accepted on a first come first served basis.
4. Refunds for all programs are subject to a \$5 processing fee and may take up to two (2) weeks to process.
5. We reserve the right to cancel or alter programs that do not meet registration requirements.

FOR OFFICE USE ONLY	
Date Received:	_____
Time Received:	_____
Staff Initials:	_____

If mailing registration, please form with payment to Kent County Parks and Recreation, 11041 Worton Rd, P.O. Box 67, Worton, MD 21678

Participant First & Last Name / Nick Name (if any): _____ / _____

M/F: M F Age: Date of Birth: / / Email:
(Very important to be able to contact you with updates - please print clearly)

Parent/Guardian Full Name (if applicable): _____

Parent/Guardian Full Name (if applicable): _____

Physical and Mailing Address: _____

City, State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Emergency Contact/ Relationship: _____ Phone Number: _____

Medical/Health Information
Does the participant have any allergies? (If yes, please list) _____

Does the participant take any medications? (If yes, please list) _____

Does the participant have any behaviors that staff should be made aware (ADHD, ADD, ODD, etc.)?

Does the participant have any medical conditions staff should be made aware (Diabetes, Epilepsy, Asthma, Heart Conditions, Frequent Ear Infections, Fevers, etc.)?

Medical Insurance Carrier: _____ Group/Policy #: _____
Fee: \$ **Make Check or Money Order payable to County Commissioners of Kent County, MD**

Registration fee must accompany registration form to secure spot. If applying for a scholarship, fully completed application and all required supporting documents must accompany registration form.

Emergency Contacts * Must be provided to reach during program hours if needed.

Please list two (2) persons, other than the parent/guardian.

Emergency Contact #1 Name: _____

Name	Relationship to Child	Phone Numbers

Emergency Contact #2 Name: _____

Name	Relationship to Child	Phone Numbers

I recognize the risks of illness and injury in any exercise/physical fitness or educational program and am participating in the Parks and Recreation program upon the express agreement and understanding that I am hereby waiving and releasing County Commissioners of Kent County, its officers, directors, employees, and agents from any and all claims, costs, liabilities, expense or judgment, including attorney's fees and court costs (herein, collectively "claims") arising out of my participating in the aforesaid course/activity or any illness, injury, or death resulting there from and hereby agree to indemnify and hold harmless the County Commissioners of Kent County from and against all such Claims except Claims proximately caused by the gross negligence or willful misconduct of County Commissioners of Kent County its officers, directors, employees, and agents. I give permission for Kent County Parks and Recreation to take photographs of my (or my child's) participation for the purpose of archives and advertising.

Participant Signature _____ Date _____ Parent/Guardian Signature (if under 18) _____ Date _____

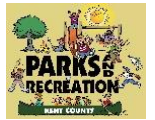
FOR OFFICE USE ONLY

Amount Paid: \$ _____ Date: _____ Cash/Check #: _____ Staff Initials: _____ Conf Date: _____
Scholarship: _____ Date Entered in ActiveNet: _____ Initials of Staff: _____
Date Withdrawal Form Received: _____ Refund Date (if applicable): _____ Office Manager Initials: _____
Amount Refunded: _____ Date Refund Submitted to Finance Department: _____
If any part of the Registration Fee is retained by the Department, please explain: _____

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County Commissioners of Kent County, MD Department of Parks & Recreation



Kent County Community Center After School Drop-In Recreation Center Rules

1. Use of the Kent County Community Center is a privilege and each participant is expected to abide by the established rules of conduct. Respect yourself, respect others, respect the equipment, respect the facility and respect the staff.
2. Shirts and shoes must be worn at all times! Any clothing displaying suggestive or offensive material, or any other inappropriate material will not be permitted in the Center. Hats, hoods, and sunglasses must be removed immediately upon entry to the building.
3. School age youth are not permitted in the center before 2:30 pm on days when school is in session a full day, unless the student is a registered home school student and is accompanied by a parent or other responsible adult.
4. Food and drinks are only permitted in the lobby and halls of the Center. No food, gum or drinks (other than water) are permitted in the gymnasium unless by special permit (i.e. exclusive use rental).
5. Sexually explicit behavior including, but not limited to, groping, dancing, making out, and sitting in one's lap is not acceptable and will lead to revoking of privileges at the Community Center.
6. Music may only be played through use of earphones. Loud, boisterous, disrespectful verbal or physical behavior is inappropriate and will not be tolerated. Participants are expected to respect Center staff and follow the directions of staff when directed the first time. Profanity and foul language will not be tolerated at any time. Youth who do not adhere to these expectations will be subject to being banned from the Community Center for a period of time to be determined based on the seriousness of the incident.
7. Open/drop-in activities may only occur during the designated times. The Community Center staff reserves the right to alter the gym schedule as needed.
8. Youth are responsible for keeping track of personal belongings. Staff will not be responsible for tracking lost or stolen personal belongings. If you are missing something, please check with staff at the front desk to see if it has been placed in the lost and found.
9. This list is not inclusive of all policies. Kent County Parks and Recreation staff reserve the right to amend the rules at any time as deemed necessary.
10. Only seven (7) youth are permitted in the Computer Room at any given time. NO food or drinks are permitted in the Computer Room.

I have read the After School Drop-In Recreation Center rules. I understand that I/my child must follow these rules or I/my child will jeopardize the privilege to use the Community Center as a Drop-In Recreation Center.

Youth First and Last Name (please print clearly)

Youth Signature

Date

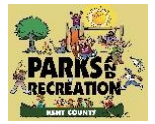
Parent/Guardian First and Last Name (please print clearly)

Parent/Guardian Signature

Date



County Commissioners of Kent County, MD Department of Parks & Recreation



Kent County Community Center After School Drop-In Recreation Center Code of Conduct

This form, completed in its entirety, must be returned no later than your child's second visit to the KCCC for the current school year or your child will not be permitted entry until it is received.

As a member of the community and a Middle School/High School aged youth, I enjoy and appreciate the privilege of using the Kent County Community Center as a Drop-In Recreation Center. I will help take care of the Kent County Community Center facility by adhering to the following:

~Youth and Parent/Guardian must initial after each section~

I will respect all rules of the Kent County Community Center. *This includes, but is not limited to: NO food or drinks in the gym or computer room; NO foul or disrespectful language; Shoes and shirts being worn at all times; NO intimidating or threatening another individual; Following directions from staff and respecting staff, etc.*

Youth Initials: _____

Parent/Guardian Initials: _____

I will respect the Kent County Community Center facilities and equipment. *I will not sit on tables or other furniture that is not designed for seating; I will do my part to make the Community Center a fun and clean place by taking care of the equipment and facilities as if they were my own; I will not dunk on basketball rims that are not designed for dunking or indicate such; I will take responsibility for my actions, and encourage others do the same.*

Youth Initials: _____

Parent/Guardian Initials: _____

I will respect the Kent County Community Center Staff and all other users of the facility. *I will show all others the same respect that I expect in return. This center provides a great recreational resource not only for Middle School/High School age youth, but to the general public as well, who may also be utilizing the Center!*

Youth Initials: _____

Parent/Guardian Initials: _____

I understand that by initialing each section, I/my child agree to follow the Code of Conduct for the Kent County Community Center Drop-In Recreation Center. I also understand that my/my child's use of the Kent County Community Center is a privilege and failure to follow this Code of Conduct will result in the loss of my/my child's privileges during After School Drop-In Recreation time.

Youth First and Last Name (please print clearly)

Facility Access Card Number

Youth Signature

Date

Parent First and Last Name (please print clearly)

Parent/Guardian Signature

Date

Mailing Address (P.O. Box/Street # & Street Name)

Parent/Guardian Telephone Number

Mailing Address (City, State, Zip Code)

Parent/Guardian Email

This form, completed in its entirety, must be returned NO LATER THAN your child's second visit to the KCCC for the current school year or your child will not be permitted entry until it is received.

Date Issued to Youth / Staff Initials (if applicable)

Date Returned / Staff Initials