City of Reno Parks, Recreation & Community Services

Administration Office – City Hall 1 East 1st Street, 11th Floor, Reno NV 89501 - 775-334-2260 Fax: 775-334-2449 Evelyn Mount Northeast Community Center – 1301 Valley Road, Reno, NV 89512 – 775-334-2262 Fax: 775-321-8338

Household Account Form - Please Print Clearly - (Valid through May 31, 2015 or if customer changes occur)

Please list ALL members of household - youth included



Main Adult Cont	act (LAST)			(First)				(M.I.)	
Date of Birth	_//	_ Age	☐ Male	☐ Female		ج Access	for all?*	□ Yes	□ No
Address				(ity	State _	Zip)	
Day #		Evening #			Cell #				
Email address			S	separate Acc	ounts neede	d?: □ Mom's <i>i</i>	Account □	l Dad's A	ccount?
Adult Contact (⊔	AST)			(First)				(M.I.)	
Date of Birth	_//	_ Age	☐ Male	☐ Female		ج Access	for all?*	□ Yes	□ No
Day #		Evening #			Cell #				
Name (LAST)				(First)			(И.І.)	
Date of Birth	_//	_ Age	☐ Male	☐ Female		ج Access	for all?*	☐ Yes	□ No
Name (LAST)				(First)			(И.І.)	
Date of Birth	_//	_ Age	☐ Male	☐ Female		ج Access	for all?*	☐ Yes	□ No
Name (LAST)				(First)			(И.І.)	
Date of Birth	_//	_ Age	☐ Male	☐ Female		جه Access	for all?*	□ Yes	□ No
registration the ADA. participate	n at least five Checking Yes in an activity.	es are provided to pe business days prior to to Access for all' A supplemental inforr	the start da?* means the mation packe	ate of the progr e household m t must be filled	ram/class. Each ember will requ	request will be uire assistance o	assessed i or special a	n complia accommod	nce with dation to
-		y be called in an e		_					
Name			Relati	Relationship		Phone			
Name			Relationship		F	Phone	ne		
		nts of this docume	nt before						

By signing this form you agree to pay the fees and any additional charges as described in program related materials. In addition, you agree to pay a service fee of \$30 **for any returned payment** and if your account is unpaid and turned over to a collection agency, you agree to pay an additional charge of 20% of the principal balance for collection costs.

Unconditional Waiver: I (parent/guardian) on behalf of myself, my spouse, my parents and my children, agree that in the event I or my child/ward sustains personal injury or property damage as a result of participation in any program offered through the City of Reno, Parks, Recreation & Community Services Department, that the City of Reno and its employees will not be liable for such injury or damage.

Assumption of the Risk: I understand that it is my responsibility to inquire about the parameters of a program's activities and to assess the ability of myself and my child/ward to safely participate in the program. I further understand that certain activities are potentially dangerous, and I assume on behalf of myself and my child/ward all risks associated with participation in any program.

Effect: I understand that this Waiver and Release is binding as to my family members, heirs and executors. In case of medical emergency, accident or illness, the City of Reno staff has permission to secure medical attention as deemed necessary and staff will communicate with parent, quardian or emergency contact.

I acknowledge that I will read and become familiar with the program policy information, and I agree to abide by the terms and requirements described therein. I further agree that if I do not understand any portion of the material I will call the Administration Office for further explanation.

Signature	Date)	(revised date 10/17/13)
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General Information 07-01-13

- Insurance and Liability The City of Reno Parks, Recreation & Community Services Department does not provide hospital or medical insurance coverage or assume responsibility for injury to any participants in its programs. Participants are encouraged to obtain their own insurance coverage prior to the start of any program and to consult with a physician before participating in any strenuous activity.
- **Photos** City of Reno may take photos/video of participants in sponsored programs/parks. Photos are for City use only and may be used in promotional materials and internal communication. If you do not want yourself or your child photographed, please notify the Administration Office in writing.
- Access for AII We welcome everyone to participate and enjoy programs/facilities regardless of race, age, color, religion, sex, sexual orientation, national origin, or disability. If you or family members require a reasonable accommodation to participate in a program, please call a minimum of **five business days** prior to the start of the program. Upon notification, efforts will be made to accommodate your request. If you have any questions or need additional information please contact the Inclusion Services staff at 775-334-2262. Hearing impaired persons can use Nevada Relay dial 711.
- Scholarships A fee assistance program may be available to those who qualify based on income requirements. The Scholarship Form(s) and supporting documentation must be submitted two weeks prior to program date. Inquire at 334-2260

Code of Conduct – refer to Policy and Procedure No. AD-2008

Payments, Refunds, Transfers and Credits

Payments

Full payment is required at the time of registration, in advance, prior to the use of programs, services or facilities. Payments will not be accepted on site for any class or program. We do not bill for services. Services will not be provided to customers with delinquent accounts. Program fees are not pro-rated for unused or missed classes.

There is a service fee of \$30 for any returned check/payment and if the account is unpaid and turned over to a collection agency, an additional charge of 20% of the principal balance for collection costs will be charged.

YOUTH - Sierra Kids: Registration & Payment are required by **Friday at NOON** preceding the week of the program. Courtesy late registration fee (\$15) available after Noon on Friday until Monday at Noon. NO exceptions will be made. **Program Hours** – Children are not allowed in the building before designated hours. Late pickup fees are \$1 a minute (per child) after program conclusion and payment is required within 24 hours.

Refunds or Credits

A Request for Refund, Transfer and Credit Form must be received by the criteria deadlines listed below.

Customer requested refunds will be charged an admin fee of \$10 per activity (not charged for credits & transfers).

Sierra Kids, Camps/Vacation Station: Refund must be requested by the **Thursday** preceding the week of program. **NO credits or refunds** will be issued for missed, sick, suspended, Late Registration or Washoe County School District SNOW days.

Recreation, Aquatic Classes and Passes: (more than one class meeting): Must be requested before the second class meeting. Some classes may require more advance notice.

Workshops/Single Day Events: Must be requested **1 week** prior to the program date. Some may require advance notice. **Leagues:** Must be requested prior to the last date of league registration.

Class Materials: No credits, transfers or refunds will be issued for class materials.

YOUTH Program Information - Below is quick reference, see Parent Handbook for complete list of rules & procedures.

A Household Account Form & Participant Information Form must be completed prior to attending Camps & Sierra Kids.

- Ages 5 Year olds can attend camps if they are attending/have attended a Washoe County School District School. They cannot ride in City Vehicles for field trips or transportation to Vacation Station. They can attend field trips in WCSD busses.
- **Parent Handbook** Please read & enforce the City of Reno Youth Services parent handbook to ensure the health and safety of all children participating in the program. Please call the Youth Office at 334-4280 for info.
- **Separate Accounts** Adult customers may have separate household accounts for registration & payment of same participants, however only ONE PARTICIPANT INFORMATION FORM will be accepted and kept on file for each participant. If Parent/Guardians cannot agree on the names that appear on this form then only parent/guardians will be able to pick up participants and be called in an emergency.
- Sign In/Out Parents, guardians/authorized individuals listed on the Participant Information Form are required to escort and sign child in/out from the program daily. A picture ID will be required of all individuals picking up your child. All changes and additions to the Participant Information Form require a new form be completed by a legal guardian. Request for a one time emergency participant pickup must be done in writing in person or FAX child's name, school/camp site, date and who will be picking up along with your signature and parent ID to the Youth Office at 321-8347. Phone changes not accepted.

Medication - Staff will not administer or distribute any medication at any time.

- **Discipline Report and Policy** In order to guarantee all children an active, positive and safe recreational opportunity, inappropriate behavior will not be allowed. If there are behavior problems that cannot be resolved at the staff level a discipline report will be given to the parent. Examples include, but are not limited to: abusive language/inappropriate gestures, fighting/assault, disrespect of staff or property, stealing and/or other disruptive and outrageous behaviors. *Any child inflicting physical harm on another child or leader will be suspended from the program immediately.*
- **Zero Tolerance** If you have concerns or questions about our programs, please address staff in an appropriate and calm manner. The City of Reno has a zero tolerance policy of work place violence, physical force, harassment, intimidation, or abuse of power or authority.