

Valparaiso Department of Parks and Recreation

Information form for Discovery Cottage Youth Enrichment Center

Name of Child: (first) _____ (last) _____

Home Address: _____

City: _____ Phone: _____

Mother's Name: (first) _____ (last) _____

Cell Phone: _____ Work Phone: _____

Place of Work: _____

Father's Name: (first) _____ (last) _____

Cell Phone: _____ Work Phone: _____

Place of Work: _____

Emergency Contacts:

1. Name: _____ Relationship: _____

Cell Phone: _____ Home Phone: _____

2. Name: _____ Relationship: _____

Cell Phone: _____ Home Phone: _____

Photo Use Authorization:

The Valparaiso Department of Parks & Recreation occasionally photographs activities throughout the year. Therefore, your child may be photographed while participating in a Discovery Cottage class. This photo may be used by the Department in newsletters, promotions, publications, multimedia presentations, newspaper/magazine coverage, and/or on Park Department websites (maintained solely by Valparaiso City employees).

In authorizing utilization of my child's photograph, I release the Valparaiso Department of Parks and Recreation and the City of Valparaiso from any claim, cause of action, or entitlement that I might have as the result of the utilization of such photographs. This authorization shall remain in force and effect until the undersigned delivers to the Valparaiso Department of Parks & Recreation a written revocation.

_____ Yes, I hereby authorize the Valparaiso Department of Parks & Recreation use of my child's photograph as outlined about.

_____ No, I do not authorize the Valparaiso Department of Parks and Recreation use of my child's photograph.

Parent/Guardian Signature: _____ Date: _____

Medical Treatment and Allergies

For the safety of your child, *parents are required to sign a copy of this form* detailing any allergies, food or otherwise, from which their child suffers. This form must be completely filled out by the parent(s) or legal guardian(s). In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. Any medication required to treat an allergic reaction must be provided. If your child has been prescribed an epipen, you will be required to keep one at Discovery Cottage as long as your child is enrolled in classes.

The Discovery Cottage has my permission to obtain emergency medical treatment for my child, _____ when I cannot be reached or if a delay in reaching my child would be dangerous for him/her.

Mother/Guardian's Name _____
Home Phone _____ Cell Phone _____
E-mail Address: _____

Father/Guardian's Name _____
Home Phone _____ Cell Phone _____
E-mail Address: _____

My insurance provider is _____

Preferred hospital/treatment center _____

My child has the following allergies _____

Symptoms from exposure are _____

I understand that I assume all financial responsibility for any treatment or injuries sustained by my child while he/she is at the Discovery Cottage.

Parents Signature: _____

Bathroom Procedures

Accidents happen, especially for children pre-potty trained! However, due to our class schedule and staff limitations, **we are not able** to change children for a bathroom accident. When a child does have an accident and is in need of changing, a parent will be notified right away by phone.

A staff member will give assistance to a child if it is an emergency. Please note, an emergency is only a bathroom incident that would prevent that child from continuing to be in the classroom and actively participating. If this were to happen, we do require written permission for any Discovery Cottage staff member to assist him/her. If permission is not given, a parent or guardian will be solely responsible for assisting the child.

All children **are required to provide** any extra clothes or diapering necessities needed during their time at Discovery Cottage.

_____ The Discovery Cottage staff has permission to change my child in case of a bathroom or classroom EMERGENCY only.

_____ The Discovery Cottage staff does NOT have permission to change my child. I would rather be notified and change him/her myself.

I understand I am always responsible to supply extra clothes and diapering necessities for my child.

Parent/ Guardian Signature: _____

Date: _____