

Kids Fun Zone

ENROLLMENT INFORMATION

REGISTRATION AND PAYMENT: You may pre-register prior to the event to confirm your space. Your spot will not be confirmed until all enrollment information and payment is received. Flat rate events and entry fees will be paid BEFORE your child can join the event; hourly rates will be paid upon pick-up. We only accept check or cash, and checks can be made out to CVIS. Registration forms can be turned in by:

-Mailing prior to the event to: CVIS Attn: Fun Zone PO Box 1330 Chelan, WA 98816

-Bringing forms to the event or during school hours

WAIT LISTS: Space is limited depending on staff and volunteer help. If an event becomes sold out during pre-registration, your child will be placed on a wait list. You will be notified in the event of a cancellation.

CANCELLATIONS: CVIS reserves the right to cancel event due to lack of enrollment. In such a case, CVIS will notify the parents as soon as possible and issue a full refund of any pre-registration fees.

DROP OFF/PICK UP POLICY: All children must be signed in and out by parent/guardian. Please be aware that ID may be checked at drop off or pick up. Please do not pick up or drop off your child without signing in/out with a staff member. During evening events, the building will be locked at 8:00pm. If you are picking your child up after this time you will have to knock loudly or call the staff facilitator to let you in. This number will be posted on the door. ***If your child is being picked up by someone other than a parent/guardian you MUST let event staff know and that person MUST provide identification.***

There are fees for drop off before or pick up after the designated event hours.

Children dropped off 10 minutes prior to event start time or 10 minutes after event start time will automatically be charged a \$1 per minute fee.

MEALS: Attached you will find a menu of planned meals that will be served to your child. Outside food is only permitted upon parent request. Please let us know if your child needs any special care with meals or has any allergies.

ACTIVITIES: You will be provided with a tentative schedule of activities, you will also be given a "Parental Consent and Requests" form that will allow you to make staff aware of any activities that you would not want your child to participate in. This will also be a good place to include information on bedtime routines.

WHAT TO BRING: Each child should bring a change of clothes in case of accident, warm clothing for outdoor play and a water bottle or cup for drinking water during the event. If your child is attending an evening event please bring a pair of pajamas, tooth brush, tooth paste, sleeping bag/blanket. A pillow or special bed time stuffed animal may also be helpful for your child. Infants and toddlers should be brought with formula, food, diapers, change of clothing and blanket. Please do NOT send your child with toys from home (apart from stuffed animal for sleeping), candy, electronic devices or valuables. Please label ALL of your child's items. ***CVIS FUN ZONE IS NOT RESPONSIBLE FOR LOSS OR THEFT OF PERSONAL ITEMS.***

SPECIAL NEEDS: If there are any special needs for your child that you feel the staff needs to be aware of (medications, allergies, behaviors, fears, dislikes) please indicate on your enrollment form.

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WHAT IF?: In case of illness during the event we will contact you to pick your child up early. Students who are not feeling well will stay in the main room until someone arrives to pick them up. We will also call you to report any accidents more severe than a simple scratch, tumble, splinter or bruise. In case of accident or more severe illness, it is our practice to contact parents immediately. However, if you cannot be reached, we have your written authorization for emergency treatment on the enrollment form. **Please be sure to provide us with complete emergency contact information.**

GROUND RULES: It is our goal to ensure that each child has an enjoyable and fulfilling experience as a participant in our program. We will always emphasize positive ways to deal with difficult situations.

- 1.) **Children must stay with the designated FUN ZONE staff.** They must ask permission to use the restroom or leave the main area for any reason at all.
- 2.) **Everyone is here to have fun.** Bullying, dangerous play and violence will not be tolerated. Our policies on discipline include verbal warnings, one-on-one discussions, time outs and possible removal from the event.

NON-DISCRIMINATION POLICY: CVIS does not discriminate on the basis of race, ethnicity, gender, religious affiliation, sexual orientation or physical ability in the administration of our admissions and education policies, or in the hiring of employees. The CVIS KIDS FUN ZONE strives to include all children and will attempt to provide reasonable accommodations as needed, so long as the accommodations provide no undue burden financially upon the program nor fundamentally alter the nature of the services provided by the program. The school meets the standards for accessibility according to the ADA.

I have read, understood and are in agreement with the policies of the Chelan Valley Independent School Kids Fun Zone.

Parent/Guardian Signature _____ Date _____