

Instructions on Completing the Summer Registration Forms

Completing the summer registration form can be very challenging, but all information **must be completed** to comply with the Virginia Department of Social Services Division of Licensing Programs standards. From reviewing previous summer registrations, we determined the information below to be the main cause of delay in processing registrations.

When completing your child's registration forms please refer to the guidelines below. Use the check list to ensure you have forms complete. We hope they will be helpful.

Page 1 – Payment Form

- ✓ Find your family's total annual income in the left hand column (income column).
- ✓ Look to the right (week column) for the week(s) your child will be participating.
- ✓ Total the amount of each week your child will be participating to calculate your fee.
- ✓ Please make your check or money order payable to ***Neighborhood and Community Services*** (NCS). Credit Card payment will be accepted – all major credit cards accepted.
- ✓ Payment will be processed upon receipt unless you state otherwise.
- ✓ If paying weekly, you will receive a sheet of weekly payment vouchers.
- ✓ Fairfax County Therapeutic Recreation Services' goal is to have all programs accessible to all residents. Therefore fee reductions for summer camps are available on a sliding scale, based on household income
- ✓ If additional financial assistance is needed, scholarship fund is available on a case by case basis to supplement campers' registration fees. Please contact the Therapeutic Recreation Office at 703-324-5532 for scholarship guidelines and to request an application.

Application for TRS Summer Programs: (3 pages)

Page 2:

- ✓ **Two** (2) emergency names, addresses, home/work telephone numbers **must** be submitted, as well as the name and office number of your child's physician.

Page 3:

- ✓ If the participant will need to have medication administered or requires a medical procedure during program hours, the **Medication, Special Needs, and Medical Release** portion **must** be completed.

Page 4:

- ✓ This page must be read and signed at the bottom.

Intake-General Participant Information: (3 pages)

Page 5

Page 6

Page 7

- ✓ Intake forms provide us with information on your child's needs, functioning level, and interests so that we may better serve your child. The more information you can provide the better! **Required for all participants.**

Page 8 - Consent to Exchange Information:

- ✓ Signing this form will allow Recreation staff to exchange information with other agencies (e.g. child's teacher) to verify eligibility and gain information to provide your child with adequate services that best fit their needs.

(over)

☐ Page 9 - Professional Information Sharing Form

- ✓ Parent must fill out **part A. only** and return it to TRS with your child's registration form. This form will be completed by the professional stated and returned to TRS to be used as a tool to better serve your child in the program.

☐ Page 10 - Professional Information Sharing Form

- ✓ This page will be filled out entirely by professional stated. Please make sure to send it back return this page with all registration materials.

☐ Page 11 – Photo Release/E-mail Release:

☐ Page 12 - Transportation Request:

- ✓ The transportation request form **must** be complete! All information is necessary in order to provide your child with transportation services.
- ✓ **Extended School Year (ESY)/FCPS Summer School:** TRS **does not** arrange or provide transportation to or from ESY/FCPS Summer School. Parents must make their own arrangements with FCPS transportation. Only transportation from the Summer Recreation Program to the individual's house will be provided by TRS.

☐ Important Transportation Information for Parents:

- ✓ **PLEASE KEEP THIS SHEET.** Parents should keep this sheet for more information regarding transportation for the Summer.

ELEMENTARY AGE PARTICIPANTS ONLY

****The following documents are required to be turned in with all elementary age registrations****

☐ School Entrance Physical Examination:

- ✓ A copy of your child's completed School Entrance Physical Examination form is required and **must be from the current school year dated after August 12, 2010. Ages 5-12 only.**
- ✓ If your child (ages 5-8 only) participated last summer or in the Saturday program and has had updated **immunizations**, part III of the School Entrance Physical Examination form must be submitted again.
- ✓ You may obtain a copy from your child's school/doctor's office. Records must be mailed or brought to the office – **no faxes will be accepted!**

☐ Child Identification Verification:

- ✓ If your child is new to the program and is between the ages of 5-12 proof of the child's identity and age must be verified. Documents listed below may be presented to TRS staff to be reviewed in the office or at the open house (TBA).

Original documents only!

- Certified copy of the child's birth certificate
- Record from a public school in Virginia
- Notification of birth (hospital, physical, or midwife record)
- Copy of placement or other proof of the child's identify from a child placing agency (foster care and adoption agencies).
- Certification by a principal or his designee of a public school in the U.S. that a certified copy of the child's birth record was previously presented.
- Birth registration card
- An original copy of a report card.
- Passport

TRS looks forward to serving you this summer. If you require additional information, please contact us at 703-324-5532 or TTY 711.

Please Note: Documents must display an original signature; therefore, they may not be faxed into the office. This excludes the School Entrance Physical Examination form.

Reasonable accommodations will be made upon request at 703-324-5532, TTY 711