



Fairfax County Neighborhood and Community Services
RECQuest & Teens in Action: Winter Program 2019

Section 1 – Registration Instructions

Registration must be made in person during business hours at the RECQuest or Teens in Action location your child will attend (see flyer for locations).

Payment must be made at the time of registration and PRIOR to program start date to guarantee placement.

Registration **must** include:

- ☐ **Section 2** – Participant Information
- ☐ **Section 3** – Policies and Procedures (signed by parent/guardian)
- ☐ **Section 4** – Code of Conduct (signed by parent/guardian and child/participant)
- ☐ **Payment** by cash, check, money order or credit card (if applicable)



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Section 2 – Participant Information

Please print carefully. Parents/guardians must register their children to be eligible to participate. Complete a separate form for each child.

Program

I am registering for (select one): ☐ RECQuest (grades 1-6) ☐ Teens in Action (grades 7-12)

Center my child will be attending (see flyer for locations): _____

Child/Participant Information

Child/Participant's Name: _____ Sex: _____

Birth Date: _____

Mailing Address: _____

Phone: _____

School Type: ☐ Public ☐ Private ☐ Parochial ☐ Home School

School Name: _____ Grade (as of fall 2019): _____

Child/participant has an Individualized Education Program/IEP: ☐ Yes ☒ No

If yes, list any specific goals or needs that can be addressed: _____

Parent/Guardian

Parent/Guardian Name: _____

Mailing Address (if different from above): _____

Phone: _____ Cell Phone: _____

Work Phone: _____

Email: _____



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Name of person authorized to pick up child (other than parent/guardian): _____

Phone: _____

Emergency Contact (must be different than parent/guardian above)

Emergency Contact Name: _____

Phone: _____

Transportation

Child/participant will be: ☐ Dropped off by parent/guardian ☐ Walking ☐ Biking

I give my permission for my child to walk (initial here): _____ .

Health Information

Family Physician: _____ Phone: _____

Health Insurance: ☐ Yes ☐ No

Name of Insurance: _____ Insurance Number: _____

Allergies (select all that apply): ☐ Bee Stings ☐ Insect Bites ☐ Foods

☐ Other Please specify: _____

Child/participant has an EpiPen*: ☐ Yes ☐ No

Medication Names/Types*: _____

Reason: _____

Restrictions: _____

***If child requires medication**, including EpiPen and/or inhaler, see the Center Director (at the location child will attend) for additional authorization forms.

Other Health-Related Concerns: _____



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Support Questionnaire

Please fill out the below information regarding the child's participation in the RECQuest or Teens in Action programs. This information will help staff support your child and set him/her up for success.

1. Child can **follow directions** effectively to participate in activities from beginning to end.

☐ Always ☐ Sometimes ☐ Never

2. Child can function in a **1:20 staff/participant ratio** during activities.

☐ Always ☐ Sometimes ☐ Never

3. Child is **willing to participate** in a variety of new activities.

☐ Always ☐ Sometimes ☐ Never

4. Child is able to stay with the group without **wandering or running off**.

☐ Always ☐ Sometimes ☐ Never

5. Child can **use coping strategies** when he/she becomes frustrated or upset.

☐ Always ☐ Sometimes ☐ Never

What strategies are effective? _____

6. Child can **verbally communicate his/her needs**, wants and interests to staff.

☐ Always ☐ Sometimes ☐ Never

7. Any other information that would be helpful for staff to know (interests, strengths, triggers):



Section 3 – Policies and Procedures

Eligibility: RECQuest and Teens in Action are programs for school-age children. Children who are residents of Fairfax County or Fairfax City who are currently in grades 1 through 6 (RECQuest) or grades 7 through 12 (Teens in Action) may participate.

Medical Emergency: In the event I cannot be readily reached in an emergency, the employees of the Fairfax County Department of Neighborhood and Community Services (NCS) may, at my expense and with my permission, contact our family physician and/or utilize the most convenient rescue squad vehicle or ambulance to transport my child to the nearest hospital.

Permission: I hereby grant permission for my child to participate in any or all programs, special events and walking and bus trips (including swimming) sponsored by NCS.

Permission to Share Information: I give NCS permission to seek out and share information with other Fairfax County agencies, including Fairfax County Public Schools. This information would be used to provide a supportive environment where I/my child can be better served.

Please initial here if you do NOT grant NCS permission to share information: _____

Privacy Information: In accordance with the Virginia Privacy Protection Act of 1976, registration information will be used to coordinate NCS activities. I understand that some of the information contained in this form may be released to persons who request such information in accordance with the requirements of the Virginia Freedom of Information Act (VFOIA), *Code of Virginia* §2-2-3705. As this statement indicates, not all information NCS collects is subject to availability under the VFOIA. Medical information, anything relating to mental or physical well-being, Social Security numbers, and letters written to NCS regarding participants or personnel are exempt from VFOIA requests.

Photo Release: By signing this form, I give permission for my child to be photographed and/or videotaped for use in publicizing NCS programs and services. I also acknowledge that youth registration information provided to NCS is public record and as such may be released under the Virginia Freedom of Information Act unless the parent/guardian specifically requests that this information not be released.

Please initial here if you do NOT grant NCS permission to release your child's registration information: _____

Participation: RECQuest and Teens in Action are structured recreation drop-in programs. You may register your child at any time during the program session. **The comings and goings of your child are your responsibility. If your child leaves the center for any reason, he or she is no longer the responsibility of NCS.** If the child/participant missed more than two consecutive days of camp activities without prior arrangement with camp staff, the slot will be assigned to the next child on the wait list.

(continued on back)



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Behavioral Issues: If the actions of a participant may cause injury to other participants or staff, NCS reserves the right to deny his/her continuation in the program. If NCS or Fairfax County property is stolen, destroyed or damaged, payment may be required to pay for replacement or repairs. Please do not bring any valuables (to include iPods, cell phones, cameras or other electronic devices) to the center. Loss or damage to these items are not the responsibility of NCS or Fairfax County.

Parent/Guardian Responsibilities: Transportation to and from the center is the responsibility of the parent/guardian. If you work during the day, you must have back-up transportation arrangements in case of emergency, illness or disciplinary problems. Parents are responsible for providing lunch for their children (Teens in Action participants only).

Field Trips: If field trips are scheduled, field trip payments will be collected in advance. Field trip permission slip is required the week before the trip. Absences and personal scheduling conflicts are not reimbursable. Field trip availability is filled on a first-come, first-served basis. The center will be open and provide programming for any participants who are not attending a field trip activity.

Liability: On behalf of my child, I recognize that there are risks inherent to participation in recreational activities and agree to hold harmless the County of Fairfax and the Department of Neighborhood and Community Services, its officers, employees, and volunteers from any and all claims of bodily injury and/or property damage which result from my child's participation in any and all activities sponsored by said department.

I certify that I have read and understand all policies and procedures associated with the operation of the RECQuest and Teens in Action programs.

Signature of Parent/Guardian: _____

Print Name of Parent/Guardian: _____

Date: _____



Section 4 – Code of Conduct

Parents: Carefully read the below Code of Conduct your child. Both your and your child's (when applicable) signatures are required. A separate registration form must be completed for each participant.

Participants must:

- ☐ Sign in and out on the daily attendance form. You must inform your leader before leaving the RECQuest or Teens in Action programs.
- ☐ Stay in your assigned group, listen to the program leaders and follow directions carefully.
- ☐ Show respect for others in what you do and say.
- ☐ Be involved in as many activities each day as possible and encourage others to do the same.
- ☐ Try very hard to maintain your self-control even when you are upset—the program leader will listen.
- ☐ Take care of your personal belongings—no pocket knives or harmful weapons allowed.
- ☐ Use equipment and supplies appropriately without destruction.
- ☐ Play safely and have fun.

Parents must:

- ☐ Support the RECQuest and Teens in Action staff and work with them to resolve disciplinary issues.
- ☐ Understand that the comings and goings of your child are your responsibility.
- ☐ Agree to hold harmless Fairfax County Neighborhood and Community Services, its employees and volunteers once your child has signed out from the program.
- ☐ Understand that after the program end time, children will be able to participate in the center until close.
- ☐ Arrange for your child to be picked up in the event of sickness, uncontrolled behaviors or other emergency needs.

Termination of service/ineligible for services may occur if:

- ☐ The participant's actions cause injury to self, peers or staff.
- ☐ The participant exhibits inappropriate behaviors which may inhibit participation in activities.
- ☐ The participant engages in inappropriate use of social media.
- ☐ The participant engages in repetitive, aggressive, harmful or disruptive behavior.
- ☐ The participant does not follow the code of conduct.
- ☐ The participant does not meet the eligibility criteria for the program.



Behavior guidance and management:

When a participant is disruptive to the program and other participants, RECQuest and Teens in Action staff must take action to resolve the problem. We have trained staff to provide basic behavior interventions. In the management of disruptive and inappropriate behaviors, the following guidelines are used:

- ☐ Acknowledge the participant's behavior or distress.
- ☐ Assess the reasons for the behavior.
- ☐ Counsel the participant about appropriate behavior.
- ☐ Use non-aversive measures including ignoring the behavior; redirecting the behavior; modeling the expected behavior; and, if necessary, removing the participant from the activity or isolating the participant from the group for a short time.
- ☐ If staff is unable to effectively and safely manage a participant's disruptive behaviors (self-abusive actions, biting, tantrums, hitting, and destruction of property, etc.), the following actions will be taken: consult with parents and staff concerning the exhibited behavior; design and carry out a behavioral plan to work with the participant; and re-evaluate the situation within a reasonable period of time.
- ☐ If the disruptive behavior continues or endangers self, peers or staff, your child's eligibility may be affected. You will be contacted by staff, and your child's eligibility will be discussed. NCS reserves the right to terminate or suspend your child from the program. We appreciate your support as we try to find a solution that will allow your child to continue without incident. The safety of the participants and staff is of paramount concern.

I certify that I have read and understand the Neighborhood and Community Services Code of Conduct. I also understand that RECQuest and Teens in Action are drop-in programs and the comings and goings of participants are the responsibility of the parent.

We, the undersigned, have read and understand the Code of Conduct, and will strive to follow and uphold it, to maintain safe and enjoyable RECQuest and Teens in Action programs for all.

Signature of Child (if applicable): _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____





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Fees & Payments (RECQuest only)

NCS has established a sliding fee scale based on the family's total annual income level and the number of registered children. To request a partial or full fee waiver, please contact the Center Director or Assistant Director at the center you are registering your child.

Registration fees include daily lunch and snack. Transportation is the responsibility of the parent/guardian. The program will run from 8:30 am - 5 pm*.

Fees

To calculate using the chart below, find your family's total annual income in the left-hand column. Continue to the right for the appropriate registration fee. If registering more than two children in the same week, use the Each Additional Child column.

Income	Week	1st Child	Each Additional Child
\$40,000 or higher	Dec. 23-24*, 26-27	\$70.00	\$65.00
	Dec. 30-31, Jan. 2-3	\$70.00	\$65.00
\$28,000 - \$39,999	Dec. 23-24*, 26-27	\$60.00	\$55.00
	Dec. 30-31, Jan. 2-3	\$60.00	\$55.00
\$17,000 - \$27,999	Dec. 23-24*, 26-27	\$40.00	\$35.00
	Dec. 30-31, Jan. 2-3	\$40.00	\$35.00
\$16,999 or lower	Dec. 23-24*, 26-27	\$30.00	\$25.00
	Dec. 30-31, Jan. 2-3	\$30.00	\$25.00

*December 24 is a half day and program hours will be 8:30 am- Noon. Lunch will be provided.

Payment

Payment must be made in person at the RECQuest location your child will attend (see flyer for locations). Payment is required at the time of registration and PRIOR to program start date to guarantee placement.

Make checks and money orders payable to NCS. Visa or Mastercard accepted for payments of \$10 or more. There will be a \$50 processing fee for any returned checks.

Refunds

Absences and personal scheduling conflicts are not reimbursable. Satisfaction is guaranteed. If you have concerns regarding the program, contact the staff at your center.

New Community Center members: If you do not have an account in the NCS RECDynamics Registration system, please create one at: Fairfaxcounty.gov/neighborhood-community-services/kids-teens. Center staff can assist if needed.

