



## Childcare Application

*\*Please Check One\**

Before & After Care \_\_\_\_\_

Before Care Only \_\_\_\_\_

After Care Only \_\_\_\_\_

Full Day \_\_\_\_\_ (Pre-K ages 3 to 5 only)

Half Day Only \_\_\_\_\_ (Pre-K ages 3 to 5 only)

Drop in \_\_\_\_\_

The Broadview Park District insists that all participants, parents, and/or guardians comply with the following Code of Conduct. All participants and, parents or guardians shall:

- Show respect to all participants, instructors, staff, volunteers and other parents.
- Follow program rules and take direction from the director, administration, and staff.
- Refrain from using abusive or foul language, arguing, fighting, or any other form of a harassment or intimidation via social media.
- Follow the safety rules and other guidelines set by the director, supervisors, and administration.
- Show respect for equipment, supplies, and facilities.
- Do not display gang jewelry, clothing, symbols, hand signs, etc. The Broadview Park District is a “neutral” zone and these displays are prohibited.
- Cannot bring weapons onto District property or into its programs.
- Cannot take things that don't belong to them.
- Report any inappropriate, disruptive, or illegal conduct to District staff.

The District recognizes that not everyone will follow this Code of Conduct. To help make the District’s facilities and programs fun, safe, and enjoyable for everyone, we will enforce these codes. A positive approach will be used regarding discipline. Administration will periodically review rules and expectations with participants during program sessions. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual’s situation. The District reserves the right to dismiss anyone whose behavior endangers his or her own safety or the safety of others.

All participants need to abide by these basic behavior standards. We encourage parents or guardians to review and discuss the behavior standards with their children participating in our programs. Adult participants and parents in our programs are held to the same standards. Your voluntary participation in our programs is your consent to follow these behavior standards and consequences.

- Every participant in the program is expected to **exercise respect**. This includes, but is not limited to: themselves, other participants, staff members, all people and places of business.
  - Every participant in the program is expected to be an **active listener**.
  - Every participant in the program is expected to **know and understand the rules** associated with the activity and follow them. Ask the staff member if you are unaware of the rules regarding the activity.
  - Every participant in the program is expected to **cooperate** with program operations.
  - Every participant in the program is expected to **communicate in an appropriate manner**. Harsh verbal words, tone of voice, foul language, sexually inappropriate behavior, or gestures will not be tolerated.
  - Every participant in the program is expected to **express civil conduct**. If physical contact is made with another person it must be a welcome gesture and appropriate. Horseplay, unwelcome teasing, pushing, kicking, hitting or fighting, etc. will not be tolerated and may result in suspension or expulsion from the program.
  - Participants have the right to participate in an environment where all participants can achieve their full potential without being impeded by discrimination or harassment based on race, religion, national origin, age, sex, marital status, political affiliation, veteran's status, disability, sexual orientation, or any other status protected by applicable federal, state or local nondiscrimination laws. Harassment may be verbal, visual or physical contact conduct.
  - Every participant in the program is expected to exercise an **attitude that elicits good will** towards others and program activities.
  - Every participant in the program is expected to promote and support a safe, fun and healthy environment through **productive participation**.
  - **Consequences:** Any participant who engages in discriminatory, harassing, or otherwise objectionable behavior is subject to disciplinary action and removal from the program. When a participant's behavior, adult or child, is deemed inappropriate, they will be dealt with using the following steps.
1. If a participant displays inappropriate behavior, staff members will verbally request that the behavior be discontinued. If the participant is a child, and the behavior does not stop the staff will implement a time-out. Time-outs are given appropriate to the child's age, ability and the severity of the

inappropriate behavior. If the child's behavior reoccurs or escalates, the parents will be notified immediately and the child will be removed from the program for that day.

2. If a participant's unacceptable behavior continues on a regular basis, staff members and the participant (and their parent if the participant is a minor) will meet. A written report will be filed, stating the inappropriate behaviors already demonstrated and the expected changes for the next program meeting date. It is also to be stated that one more incident of unacceptable behavior will result in the participants' removal from the program permanently, or for a specific period of time depending on the severity of the behavior. This report is signed by the participant, staff and parent if the participant is a minor. One copy will remain at the Parks & Recreation Department and the participant will retain another copy.
3. If, after the above procedures have been followed, inappropriate behaviors continue, the participant will be removed for the designated period of time, previously determined at the conference meeting. A parent will be contacted and requested to immediately remove the child from the program if the participant is a minor.

\*\*In extreme cases of unacceptable behavior that is physically threatening to other participants, parent or staff, the Broadview Park District and Recreation Department reserves the right to immediately remove a participant from a program.\* **Note: There are no refunds given for childcare payments.**

If you have any questions or comments, please contact the Broadview Parks District at 708-343-5637 for further clarification.

I have read and will be in agreement with the above statements.

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Child name \_\_\_\_\_

Child Signature \_\_\_\_\_

Date \_\_\_\_\_



Broadview Park District  
2017 – 2018  
Emergency Contact Information

Child's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mother's Name \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_

Cell# \_\_\_\_\_ E-mail \_\_\_\_\_

Father's Name \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_

Cell# \_\_\_\_\_ E-mail \_\_\_\_\_

**Alternative Emergency Contact**

Name \_\_\_\_\_ Cell# \_\_\_\_\_

Phone# \_\_\_\_\_ Relationship \_\_\_\_\_



Broadview Park District  
2017 – 2018  
Field Trip Permission slip

Dear Parents/Guardians:

From time to time students will take field trips in the Chicago land area. We would like to have you sign the form below to cover field trip permission for the 2017– 2018. The permission slip below covers your child (ren) for the entire Afterschool program.

The field trips will include arcades, skating and other recreational activities, just to name a few.

If you have any questions, please do not hesitate to call us at 708-343-5637.

Best Regards,  
The Broadview Park District

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Broadview Park District Permission Statement  
2017 – 2018

I hereby grant permission for \_\_\_\_\_ to participate on field and walking trips for the 2017 – 2018 Broadview Park District Program.

I hereby reject permission for \_\_\_\_\_ to participate on field and walking trips for the 2017 – 2018 Broadview Park District Program.



Age \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

**PHOTOGRAPH AND VIDEO RELEASE  
2016 - 2017**

I, \_\_\_\_\_ hereby authorize and give full consent to the  
(Parent/ Guardian Print Name)

Broadview Park District to photography and/or videotape, and to display all  
photographs and/ or publish digitally, in which I (we) or my child(ren) appear(s).

I agree further that the Broadview Park District and its partner and funders may  
use the photographs or video images on any or all of their websites without  
limitation or reservations, or compensation. Information that I provide will be  
held confidential, and will be used only to confirm my permission, if needed.

I have read this document and understand its contents.

Parent/ Guardian Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone \_\_\_\_\_

E-mail: \_\_\_\_\_



Child's Last Name: \_\_\_\_\_

Child's First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Apt/Unit: \_\_\_\_\_ City: \_\_\_\_\_

Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Male or Female: \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Office Use Only:**

Amount Paid: \_\_\_\_\_

Payment Type: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

T-Shirt Size: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

**Comments/Special Needs** (ex: Asthma, Diabetes) Note: The Broadview Park District is not licensed to provide childcare for children with mental and/or developmental disabilities.

Having read the above and subscribing to the accuracy of the information provided, I give permission for my children to engage in the activities previously mentioned in this registration packet regarding Child Care 2017. I take full responsibility for any injury he/she may receive while in travel to or from the park district.

Parent/Guardian Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_



