



City of Los Angeles  
 Department of Recreation & Parks  
**Michelle and Barack Obama Sports Complex  
 at Rancho Cienega**



**AFTER SCHOOL PROGRAM  
 REGISTRATION APPLICATION**

2023-2024

ATTACH PHOTO  
 HERE

Please print clearly

**CHILD INFORMATION:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Gender:  Male  Female  
 Do you have a sibling attending Afterschool?  Yes  No If yes, name \_\_\_\_\_  
 Name of school your child is currently attending? \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Are you a returning participant?  Yes  No If yes, how many seasons with the program? \_\_\_\_\_  
 How did you hear about our Rancho Cienega After School Program? \_\_\_\_\_

**GENERAL INFORMATION**

Parent or Legal Guardian Name #1: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Cell Phone: ( ) \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 Work Phone: ( ) \_\_\_\_\_

Parent or Legal Guardian Name #2: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Cell Phone: ( ) \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 Work Phone: ( ) \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

**Emergency Contact #1 Full Name:** \_\_\_\_\_ **Relationship** \_\_\_\_\_  
 Cell Phone: ( ) \_\_\_\_\_

**Emergency Contact #2: Full Name:** \_\_\_\_\_ **Relationship** \_\_\_\_\_  
 Cell Phone: ( ) \_\_\_\_\_

**Name of Out-of-State Contact Person:** \_\_\_\_\_ **Relationship** \_\_\_\_\_  
 Cell Phone: ( ) \_\_\_\_\_

**MEDICAL INFORMATION**

Insurance Provider: \_\_\_\_\_ Policy #: \_\_\_\_\_

**HEALTH HISTORY**

If your child has any physical restrictions, please explain: \_\_\_\_\_

**Conditions or behaviors that we should be aware of in case of a major emergency:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Should anything happen to the child that would alter this health history after this form is sent and before arrival to the Rancho Cienega Afterschool Program, please let the program coordinator know immediately!

**HAS YOUR CHILD HAD THE FOLLOWING?**

ALLERGIES (ALERGIAS) : <input type="checkbox"/> Yes <input type="checkbox"/> No	Please Name:
Medication for Allergies:	
Bee Sting Allergies <input type="checkbox"/> Yes <input type="checkbox"/> No	Mosquito Bite Allergies? <input type="checkbox"/> Yes <input type="checkbox"/> No
Medication:	
Food Allergies? <input type="checkbox"/> Yes <input type="checkbox"/> No	Which Food(s) :
Medication for Food Allergies:	

**PICK UP AUTHORIZATION**

The following individuals have my unrestricted permission to pick up and sign out the above child from Rancho Afterschool program without any further confirmation from me. Only those listed below may pick up my child. **Rancho Cienega does not take any over the phone requests. Requests must be in writing.**

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

**AUTHORIZATION TO PARTICIPATE**

My child, a minor, has my permission to participate in the Rancho Cienega Afterschool Program and all the activities therein, including chartered vehicles for trips. By my child's participation in the camp program I understand that certain activities by nature have an increased risk of injury, including death, despite extensive measures taken by Afterschool staff to provide a safe environment and ensure the safety of my child. I understand the nature of afterschool games and sports activities and am aware of the minor's experience and capabilities and believe my child to be qualified, in good health and in proper physical and emotional condition to participate in such activities. I agree to relieve the City of Los Angeles, Department of Recreation & Parks, its officers and agents and employees from any injury to my child in connection with this program. I further understand that the City of Los Angeles Department of Recreation & Parks and Rancho Cienega Sports Complex Facility CARRIES NO INSURANCE. I further agree that the City of Los Angeles Department of Recreation and Parks and Rancho Cienega Facility has my permission to use photographs, video and/or auditory statements taken during Afterschool Program activities for publicity purposes.

**CONSENT TO TREATMENT OF A MINOR**

I, as the parent and/or legal guardian of the minor participating in this program, do hereby authorize the City of Los Angeles Department of Recreation & Parks to act as agents for the undersigned to consent for any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and is to be rendered under the general or specialized supervision of any physician licensed under the provisions of the Medicine Practice Act on the staff of the licensed hospital, whether such diagnosis or treatment is rendered at the office of the said physician or a said hospital. It is understood that this authorization is given in advance of any such diagnose, treatment or hospital care which the aforementioned physician in the exercise of their best judgment, may deem advisable. This authorization shall remain effective through the conclusion of the event or program that the minor is participating in, unless revoked sooner in writing and delivered to said agent.

**GENERAL AFTERSCHOOL POLICIES**

**Important Notice:** Due to the nature and size of the Rancho Afterschool Program, the age of the children's, and to provide a safe and enjoyable camp environment for each participant, Rancho Afterschool demands a high level of maturity and responsibility from each child as a prerequisite to attend our program. While we understand that children are still children, we always hold each individual accountable for their actions and behaviors. Individuals who repeatedly violate Afterschool rules, cause excessive distraction in Afterschool, require disproportionate staff attention, supervision, and/or discipline, or show continued disrespect towards staff or other program participants will not be tolerated, and those individuals will be expelled from the Afterschool Program.

1. Children must be age appropriate by the first day of Afterschool and are required to show proof of age.
2. For safety purposes, child must wear shoes with rubber-soles, must be worn daily, due to physical activities.
3. Any two (2) unpaid weeks, service will be interrupted, your child will not be picked up, until all payments are received in FULL. **We reserve the right to refuse service.**
4. Request for refunds and/or credits for another week must be submitted in writing in advance. An administrative fee of 15% will apply to all refunds. *Refunds will not be given for missed days.* Please allow 6-8 weeks for the processing of refunds. City of LA sends the refunds.
5. Registration is on a first come first serve basis as there are limited spaces available. A \$40.00 non-refundable registration fee will be due prior to the child attending to Afterschool Program.
6. Afterschool Weekly fee is due on Friday's for the following week that you want to register your child, or a late fee of \$10 will be assessed, starting on Monday.
7. Your child can only be released to those authorized on the registration form. We do not accept over the phone requests.
8. Parents, legal guardians or guests are not permitted to enter the classroom, **for safety purposes.**
9. Staff reserves the right to change or alter programming at any time without notice.
10. *The Rancho Cienega facility and staff are **NOT** responsible for lost, broken or stolen articles.*
11. **A late fee of \$1 per minute** will be assessed after 6pm; there is no "grace period". Requires staffing for additional hours after 6pm.
12. If child is late for the school pick up and misses city van, parent or legal guardian will have to pick up the child from school.
13. Parent/Legal Guardian must notify Rancho Cienega in advance for any missed school days and or early dismissals. Must also provide the child's school calendar or any important dismissal or school holiday observed days. Failure to inform in advance for more than (3) times, will result in service interruption or termination.

I acknowledge that I have read and understand all of the Afterschool policies as listed on this application. By my child's participation in the Rancho Cienega Afterschool Program, I agree to follow and abide by these rules.

Print Name(s) of Parent(s)/Guardian(s): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:**

Registration Receipt # HH	Amount Paid	Date	Received By

# PARENT/LEGAL GUARDIAN AGREEMENT

PLEASE READ AND SIGN THIS AGREEMENT

(An individual form must be submitted for each camper)

- I agree that Rancho Cienega is not responsible for articles of clothing or personal belongings lost or damaged by fire, theft, or any other means. The staff at Rancho Cienega will not be responsible for clothing, radios, cameras, jewelry, electronics, money, cell phones or other personal items.
- I agree that the child and his/her parent/guardians and or relatives will abide by the rules and regulations set by Rancho Cienega Sports Complex for health, safety and welfare of all the program participants.
- It is understood and agreed by the child and parent/guardians that a child's use of drugs, drug paraphernalia, tobacco products, alcoholic beverages, weapons, animals, illegal controlled substances and /or violent behavior is not permitted and will be cause for immediate dismissal. There will be no refunds for any part of fees for children dismissed under these terms.
- I agree that Rancho Cienega Sports Complex reserves the right to cancel, change or substitute programs of activities as listed in the calendar, field trip, and program when necessary.
- I agree that if my child is late for the school pick up and misses the city van, I will have to pick up my child from school.
- I agree to notify Rancho Cienega in advance if my child will not be attending school and will not require transportation or care or my child will have early dismissal.
- I agree to provide to Rancho Cienega, my child's school calendar with early dismissal days, holidays, and any other important school information.
- I agree to pick up my child on time and realize there will be a late fee charged.
- I agree **ALL** payments will be on time and in **FULL** the Friday prior to the week my child will be attending, otherwise a late fee will be charged.
- I agree to help with all discipline actions involving my child. I understand that failure to obey all the rules will result in dismissal from the program.
- I further agree that the City of Los Angeles Department of Recreation and Parks and Rancho Cienega Facility has my permission to use photographs, video and/or auditory statements taken during camp activities for publicity purposes.

**I have received and read the Camp Parent Handbook and understand and agree to follow all policies and procedures enclosed in the Afterschool Program Handbook.**

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

Parent/ Legal Guardian Name (Print): \_\_\_\_\_

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

