



School's Out Registration Form

Admission is open to everyone. Advanced registration is required and early enrollment is advised to reserve a space in each class and to avoid possible cancellation. A class will be cancelled if the minimum enrollment is not met three days prior to the class.

Last Name	First Name	MI
Name of Parent/Guardian		Age of child
Day Telephone	Evening Telephone	
Street Address	City	State Zip
Email Address	Date	

PAYMENT Full payment must accompany the registration form and is required to hold your space in the class. Registration and payment may be done in person, by phone, by mail or email. Tuition can be paid by check or credit card. (Mastercard, Visa, Discover and American Express accepted.) If you mail or email your registration please look for an emailed or mailed receipt. If you do not receive a confirmation within 3 days please call the Art Center to confirm that your child is registered.

PROGRAM COST Full Day • \$50 Per Child Half Day • \$25.

DISCOUNTS If you register a week in advance or if you register for 3 or more days, the cost is \$45 for a full day or \$20 for a half day. If you register more than one child for 3 or more days, the cost is \$40 for the first day and \$45 for the additional days for each child that is registered.

Class Date	Tuition	Before Care <small>Check box if needed</small>	After Care <small>Check box if needed</small>	Total
Total				_____

Account Number and 3-Digit VIN Number	Mastercard Visa Discover American Express	Exp Date
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Cardholder's Name

Mail to Columbia Art Center • 6100 Foreland Garth • Columbia, MD 21045 or call 410-730-0075.





School's Out Medical Information & Release Form One Form Per Child

Child's Last Name _____ Child's First Name _____ Birthday (MM/DD/YY) _____

Please check appropriate box. Male Female

Name of Parent/Guardian or Authorized Pick Up _____ Cell Phone/Pager _____ Member ID # _____

Please Note Child will be released only to parent/guardian or authorized pick up listed on form who will be required to show a picture ID when picking up child.

Medical Information

Columbia Association youth program team members are trained in cardiopulmonary resuscitation (CPR) and first aid. This will be administered if needed. In emergencies requiring immediate medical attention or if medical treatment is required and a parent cannot be reached, 911 will be called to transport the child to the nearest hospital emergency room.

Does child have any special or medical condition? No Yes *If yes, please explain.* _____

Have allergies? No Yes *If yes, please explain.* _____

Require adaptations? No Yes *If yes, please explain.* _____

Require accommodations? No Yes *If yes, please explain.* _____

Take medication? No Yes *If yes, please explain.* _____

**Medication will not be given during the program however information regarding medication is required in the event of an emergency.*

Terms and Conditions

- Registration in the program denotes the following:
- Authorization for Columbia Association to use any photographs in which child may appear in promotion or publicity.
 - Permission for child to participate fully in activities including off site activities.
 - Certification that child is on good health and has been seen by a physician within the past year.
 - Columbia Association is not responsible for lost personal items of the children.

The signature(s) below indicates my/our understanding and agreement with the terms and conditions set forth herein.

I, _____, the parent/legal guardian of _____ hereby agree with Columbia Association, Inc. (the Association) to the following by affixing our signatures below on this date, _____, 20____. In condition with my child's participation in Columbia Art Center School's Out Fun ("the Program"), I understand and acknowledge the nature and extent of the activities that will be involved in the Program and assume the risk inherent in such activities on behalf of myself/ourselves and on behalf of our child/children. I voluntarily waive any and all claims, costs, liabilities, expenses (including attorney's fees), and judgment against the Association, its directors, officers, employees, servants, subcontractors, and agents from all claims, expenses (including attorney's fees) and judgments which may arise out of my child/children's participation in the program and all aspects attended thereto. The undersigned further agree(s) to indemnify and hold the Association, its directors, officers, employees, servants, subcontractors, and agents harmless from any and all claims, damages, actions, liabilities, expenses (including attorney's fees), and judgments which may arise out of my child's/children's participation in the Program.

Parent/Guardian Signature _____

Thank you for choosing Columbia Art Center School's Out program. We hope your child will enjoy his/her day!

Please read the following:

- Parent/Guardians must escort children to the program area and sign them in on the appropriate form.
- Children will not be permitted to leave the program area until the parent/guardian or authorized pick-up returns to Columbia Art Center signs the child(ren) out on the appropriate form.
- Program participants should wear sturdy shoes, no open-toed shoes, flip flops, or sandals.
- Outside toys, games and other personal belongings are not permitted in the program areas. Columbia Association is not responsible for any personal items brought into the program areas.
- Children who are ill or exhibit symptoms of an illness may not participate in School's Out Fun. After an illness children must be symptom free for a minimum of 24 hours prior to returning.
- Columbia Association youth program team members are trained in the use of positive behavior management techniques. Constructive methods of behavior management may include positive praise, redirection, and separation from the situation if a child is continually disruptive. In cases where a behavior is of an aggressive or harmful nature, the parent/guardian will be called and may be required to remove the child(ren) from the program. In cases of executive harmful, aggressive, or inappropriate behavior, a child may be suspended from the program for up to five days. **Inappropriate behavior which continues despite repeated interventions by parents and youth program team members may result in permanent removal from the programs.** No credits or adjustments for unused time will be given.
- Parent/Guardians/Authorized pick ups are required to show a picture ID when picking up the child. _____ Parent/Guardian must initial or check box
- Parents/Guardians are expected to pick-up their child(ren) from the School's Out Program within the participation time. In the event a parent is delayed, a Late Pick-Up Fee of \$5 will be incurred for first five minutes and \$5 for every additional five minutes, or portion thereof. Late fees must be paid immediately. _____ Parent/Guardian must initial or check box

