

**AUGUST 2017 MEDEA CREEK TEEN CLUB FEE**

**Below is the prorated fee that will be charged for the month of August, as the Teen Club starts on August 8, 2017. September to May will be the fees indicated on the registration form.**

**\$181      August Monthly Fee**

Dear Parents and Guardians,

In order to simplify and provide better service to everyone, Rancho Simi Recreation and Park District ("the District") has implemented the following payment processing procedures for the Medea Creek Teen Club ("the Program). **Before your child(ren) can be admitted into the Program, you must return this form along with the "Automatic Deduction: Credit/Debit" form to the Oak Park Community Center at 1000 N. Kanan Rd., Oak Park, Ca. 91377.**

### **LATE PAYMENT FEES**

**Payments are due on the 1<sup>st</sup> of every month. If a payment is received after the 3<sup>rd</sup> of the month the account will incur a late fee of \$25.00. (Note: if a credit or debit card is declined on the 1<sup>st</sup> of the month, payment must be received in full by the 3<sup>rd</sup> to avoid the \$25 late fee). The late fee will now be added to the following month's account balance. Payment must be received in full each month in order to avoid late fees.**

### **WITHDRAWAL FROM THE PROGRAM**

In addition to the behavioral issues that are outlined in the program brochure, at the discretion of the District, your child(ren) may be dropped from the Program due to non-payment. You will receive a courtesy notice before the District takes such action.

If you choose to remove your child(ren) from the Program (either temporarily or permanently), you must complete the District's "Intent to Remove Child" form. This form is available at either the Oak Park Community Center or at each Program location. Your account balance will continue to accrue fees until you complete the "Intent to Remove Child" form.

### **THIRD PARTY (SPLIT) PAYMENTS**

The District will continue to offer the convenience of the third party/split payment option wherein one person pays a portion of a child's account and another person pays the remaining balance. However, in order to continue this convenience, **we require that all parties involved sign up for Auto-Pay.** Each person must provide the District with a credit card or debit card, which will be automatically charged for their portion due on the 1<sup>st</sup> of every month. If the credit/debit card payment from either party declines for any reason, the District reserves the right to remove your child from the Program. **Please complete the attached form and return it to the Oak Park Community Center.**

### **RESPONSIBLE PARTY**

The responsible party is the person who registers their child for the Program. The responsible party is liable for timely payment and communication with the District. All billing issues and/or withdrawal notices will only be communicated to the responsible party. With the exception of the Third Party/Split Payment option described above, the District will in no manner become involved in the collection of payment from any party other than the responsible party.

### **PARENT INFORMATION**

1. April and December's tuition is not prorated. Minimum days are included in Before & After School Teen Club fees. Club will be open school holidays during normal operating hours.
2. If you are removing your teen from the program, please complete an "Intent to Remove Child" form. This form is available at either the Oak Park Community Center or the Medea Creek Teen Club site. Your account balance will continue to accrue fees until you complete the "Intent to Remove Child" form.
3. Do not send your teen to the Club if they are ill. Please complete a "Medication Administration Form" for any medication to be administered by the Club Director/staff.
4. LATE PICK-UP: A \$10.00 fee per 15 minutes, or portion thereof, will be assessed for early drop-offs or late pick-ups, payable at the Oak Park Community Center. Teens who have not been picked up by 6:30 pm may be released into the custody of RSRPD rangers.
5. Parents who want to allow their teen to check themselves out from the Club can do so by reading and signing the "Self Check Out Authorization" section on the Registration Form.
6. Registration is available between 8 am-5 pm, Monday-Friday. Initial Registration fee and monthly tuition can be paid by cash, check, or credit card and must accompany all required forms. Checks payable to RSRPD. After initial enrollment, monthly tuition payments are required to be paid through our auto pay system. Forms authorizing the District to automatically debit a credit or debit card account on the first of each month are provided at time of enrollment. All registration forms must be returned to the Oak Park Community Center. New registrations must be made 24 hours in advance of first day of attendance. Before & After School Teen Club will begin August 8, 2017.

We are pleased to be serving you and only through your cooperation and support are we able to continue to be successful. Thank you!

Rancho Simi Recreation & Park District (818) 865-9304

I have read and understand the above information. Any questions I had regarding the Medea Creek Teen Club policy have been satisfactorily answered.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Parent copy-please retain for your records**

**ATTENTION MEDEA CREEK AFTER SCHOOL**  
**TEEN CLUB PARENTS!!**

2017-2018

Before & After School Teen Club  
will be CLOSED the following days

**September 4th**

**Labor Day**

**November 10th**

**Veteran's Day**

**November 23rd and 24th**

**Thanksgiving**

**December 25th**

**Winter Holiday**

**January 1st**

**New Years**

**January 15th**

**Martin Luther King  
Jr. Day**

**February 19th**

**President's Day**

Rancho Simi Recreation and Park District  
**Automatic Deduction: Credit/Debit Account Form**

I hereby authorize Rancho Simi Recreation and Park District, to debit my VISA/MC account for After School Club, Field Trip, or Preschool payments. When VISA/MC honors the debit by charging my account, such debit shall constitute my receipt for payment. Should any preauthorized debit not be honored by VISA/MC when received by them, I will remain liable for such payment.

Name of Card Holder:		
Mailing address of Card Holder (Street, City, State and Zip)		
Credit Card Number: _____ / _____ / _____ / _____	Expiration Date: ____ / ____	
Signature of Card Holder:	CVV#	
This authority is to remain in full force and effect until Rancho Simi Recreation and Park District has received written notification from me of its termination in such time and in such manner as to afford Company and Depository a reasonable opportunity to act on it.		
Name (Please Print)	Signature	Date

RANCHO SIMI RECREATION AND PARK DISTRICT



**MEDEA CREEK BEFORE AND AFTER  
SCHOOL TEEN CLUB  
REGISTRATION FORM  
2017-2018**

<p><b>OFFICE USE ONLY</b></p> <p>Receipt # _____</p> <p>Date ____/____/____</p> <p>Start Date ____/____/____</p> <p>(1-day waiting period)</p>
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Child's Name: \_\_\_\_\_ Gender \_\_\_\_\_ Birthdate \_\_\_\_\_ Grade \_\_\_\_\_  
LAST FIRST M.I.

Parent 1 Name _____ Gender: M F (Circle one) Address _____ City _____ Zip _____ Home Phone (____) _____ Cell Phone (____) _____ Email Address _____ Authorized to sign out child: <input type="checkbox"/> Yes <input type="checkbox"/> No	Parent 2 Name _____ Gender: M F (Circle one) Address _____ City _____ Zip _____ Home Phone (____) _____ Cell Phone (____) _____ Email Address _____ Authorized to sign out child: <input type="checkbox"/> Yes <input type="checkbox"/> No
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**MONTHLY FEE:** \$231 (Includes both before and after school club program, Monday through Friday: 6:45 am to start of school and dismissal of school until 6:00 pm.)

**REGISTRATION FEE: (non-refundable)** \$15/per child

**SELF CHECK OUT AUTHORIZATION:**

I authorize my child to check themselves out from the Before & After School Teen Club. I understand that once they have signed themselves out, they are no longer the responsibility of Rancho Simi Recreation and Park District.

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AGREEMENT, WAIVER, AND RELEASE**

I have carefully read the description of activities for which I/we are registering, and in consideration for being permitted by the Rancho Simi Recreation and Park District to participate in the above activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity. This release is intended to discharge in advance the District, its officers, employees, and agents from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the District, its officers, employees, and agents. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the District, its officers, employees, and agents free and harmless from any loss, liability, damage, cost, or expense which they may incur as the result of death or any injury or property damage that said participant may sustain while participating in said activity.

**PARENTAL CONSENT:** (Registration shall be completed and signed by parent/guardian if participant is under 18 years of age) I hereby consent that my son/daughter participate in the above activity, and I hereby execute the above Agreement, Waiver, and Release on his/her behalf. I state that said minor is physically able to participate in said activity. I hereby agree to indemnify and hold the District, its officers, employees, and agents free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of death or any injury or property damage that said minor may sustain while participating in said activity.

**I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE RANCHO SIMI RECREATION AND PARK DISTRICT, ITS OFFICERS, EMPLOYEES AND AGENTS AND I SIGN IT OF MY FREE WILL.**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**SIGNATURE (Parent/Guardian) NAME (Printed) DATE**

# Rancho Simi Recreation and Park District Using ePACT Network

Rancho Simi Recreation and Park District is proud to announce our adoption of ePACT Network for better safety and no more paper forms!

ePACT is a secure emergency network, that we will use to collect medical and emergency contact information electronically. Please look for your ePACT invite after you register, as sharing your ePACT record is **required to complete the registration process**.

## How it works

- 1) Complete the After School Club Registration Form, return form with the Registration Fee and August tuition payment to the Oak Park Community Center.
- 2) You'll receive an email invite to share information with the Rancho Simi Recreation and Park District.
- 3) Click 'Complete Request' to create a free account, or log-in if you already have an existing ePACT account.
- 4) Enter the required information, like medical conditions, and share it with the Rancho Simi Recreation and Park District so that program staff have secure access.
- 5) You can update your information at any time in the year, and we will automatically be notified (e.g. a new cell phone number)

ePACT makes it far easier for you to share emergency information with us, while also ensuring we have access to records anytime, anywhere with the mobile app – even without an internet connection.

Rest assured that you always own your account and the information in it. Plus, ePACT maintains the same levels of security as online banking, and limits access only to the administrators we assign for enhanced privacy.

## ePACT Support

Have questions or feedback? Please contact [help@epactnetwork.com](mailto:help@epactnetwork.com) or call 1-855-773-7228 ext. 1 to speak with ePACT's Customer Success team.