

**Child's Name (please print):** \_\_\_\_\_

**SOD 2016  
REGISTRATION CHECKLIST**

The following checklist shall be discussed with every participant's parent or guardian. This list represents an outline of general policies, procedures and guidelines. This form must be signed and included in the participant's file.

Necessary Paperwork:

- A. \_\_\_\_\_ Registration Form
- B. \_\_\_\_\_ KDHE Health History for Children and Immunization Record
- C. \_\_\_\_\_ KDHE Authorization for Emergency Medical Care
- D. \_\_\_\_\_ KDHE Off-Site Trips Permission Form
- E. \_\_\_\_\_ Authorization to Pick Up Form
- F. \_\_\_\_\_ Field Trip & High Risk Consent Form
- G. \_\_\_\_\_ SOD Parent Payment Agreement

General information concerning policies, guidelines, and procedures:

- A. \_\_\_\_\_ Payments/Deposits (Deposits are non-refundable and non-transferrable)
- B. \_\_\_\_\_ Cancellations
- C. \_\_\_\_\_ Refunds
- D. \_\_\_\_\_ Illness
- E. \_\_\_\_\_ Medication
- F. \_\_\_\_\_ Incidents
- G. \_\_\_\_\_ Signing in/out
- H. \_\_\_\_\_ Late arrivals/early pickups
- I. \_\_\_\_\_ Late pickups
- J. \_\_\_\_\_ Clothing
- K. \_\_\_\_\_ Lunches (No microwave use)
- L. \_\_\_\_\_ Personal property (cell phones, Ipods, Ipads, etc. – **NOT ALLOWED**)
- M. \_\_\_\_\_ Disciplinary procedures
- N. \_\_\_\_\_ Does your child have any special needs? If yes, please specify \_\_\_\_\_
- O. \_\_\_\_\_ Participant's Manual
- P. \_\_\_\_\_ Parent discuss Discipline Policy & Procedures with child
- Q. \_\_\_\_\_ How did you hear about SOD \_\_\_\_\_
- R. \_\_\_\_\_ Approximate time child will be arriving and leaving each day \_\_\_\_\_
- S. \_\_\_\_\_ Fee for late pick up after 6:00 pm
- T. \_\_\_\_\_ Camp starts Tuesday, May 31<sup>st</sup> (*no camp Monday, May 30<sup>th</sup> – Memorial Day*)

The information listed above has been discussed with me and I agree with it fully. I also understand that for further detail, I must refer to the participant's manual. I have received the current SOD participant's manual.

Signed \_\_\_\_\_ Date \_\_\_\_\_

I have discussed the information included on the registration checklist with the above signed parent or guardian.

Signed \_\_\_\_\_ Date \_\_\_\_\_