

# PRESCHOOL-AGE ENRICHMENT CLASSES

## Fall 2013-Spring 2014

### REGISTRATION

**Milpitas Residents: Thursday, May 16 • 8:00 am**

**\*Non-Residents: Thursday, May 23 • 8:00 am**

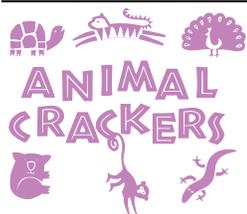
**Milpitas Community Center, 457 E. Calaveras Blvd.**

Milpitas residents are required to bring 2 proofs of residency (Driver's license and current utility bill, bank statement or credit card statement). Spaces in KinderKids classes may be limited due to current Animal Cracker participants having priority registration into the next school-year session. **To register, please use the registration form on the next page. No faxed or mail-in forms will be accepted. Registration forms will not be accepted earlier than dates listed.**

### PAYMENT OPTIONS

Fee	Due Date
\$1,633 (\$1,653 non-resident)	May 16, 2013
<b>OR</b>	
\$483 (\$503 non-resident)	May 16, 2013 (Aug-Oct)
\$253	September 12, 2013 (Nov-Dec)
\$299	December 5, 2013 (Jan-Feb)
\$414	February 6, 2014 (Mar-Apr)
\$184	April 10, 2014 (May-June)

*\*Program may fill during resident registration. Please call our office at (408) 586-3210 to find out space availability.*



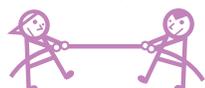
This program encourages creative hands-on fun while learning cooperation, problem solving, language, music, motor and social skills and more. Children will learn to be more independent and learn how to work in a group. Overcoming children's separation anxiety from parents and family is important for a child to grow in confidence in this class. For children 3-4 years (birthday on or before 9/1/10).

#### Please note:

- Instructor: Elan Esprit staff.
- Classes meet at the Community Center.
- Participants must be potty trained, no pull-ups allowed.
- A \$100 material fee (non-refundable) is payable to Elan Esprit on the first day of class.

Code	Class	Age	Days	Times	Dates	#Days	Non-Res / Res Fee
3200.801	Animal	3-4 y	MW	8:45-11:45 am	Aug 19-June 2*	71	\$1,653 / \$1,633
3300.801	Animal	3-4 y	MW	12:45-3:45 pm	Aug 19-June 2*	71	\$1,653 / \$1,633
3400.801	Animal	3-4 y	Tu/Th	8:45-11:45 am	Aug 20-June 3*	71	\$1,653 / \$1,633
3500.801	Animal	3-4 y	Tu/Th	12:45-3:45 pm	Aug 20-June 3*	71	\$1,653 / \$1,633

**Please Note:** \*No classes held 9/2-3, 11/11-12, 11/25-29, 12/23-1/3/14, 1/20-21, 2/12-13, 2/17-18 & 5/26-27.



KinderKids is a sensory-motor based, hands-on class for those energetic children entering Kindergarten in the Fall of 2014. This class focuses on the whole child: socially, emotionally, physically and intellectually through instruction, exploration and discovery, language and Kindergarten readiness skills. A variety of fun choices encourage creative learning each day. For children 4-5 years (birthday on or before 9/1/09).

#### Please note:

- Instructor: Elan Esprit staff.
- Classes meet at the Community Center.
- Participants must be potty trained, no pull-ups allowed.
- A \$100 material fee (non-refundable) is payable to Elan Esprit on the first day of class.

Code	Class	Age	Days	Times	Dates	#Days	Non-Res / Res Fee
4200.801	KinderKids	4-5 y	MW	8:30-11:30 am	Aug 19-June 2*	71	\$1,653 / \$1,633
4300.801	KinderKids	4-5 y	MW	12:30-3:30 pm	Aug 19-June 3*	71	\$1,653 / \$1,633
4400.801	KinderKids	4-5 y	Tu/Th	8:30-11:30 am	Aug 20-June 3*	71	\$1,653 / \$1,633
4500.801	KinderKids	4-5 y	Tu/Th	12:30-3:30 pm	Aug 20-June 3*	71	\$1,653 / \$1,633

**Please Note:** \*No classes held 9/2-3, 11/11-12, 11/25-29, 12/23-1/3/14, 1/20-21, 2/12-13, 2/17-18 & 5/26-27.

**Friday Class Option:** For this upcoming season, children will have the option of signing up for an additional day of program. Students must be enrolled in a M/W or T/Th class to add these classes. See below for information.

Code	Class	Age	Days	Times	Dates	#Days	Non-Res / Res Fee
3600.801	Animal	3-4 y	F	8:45-11:45 am	Aug 23-May 30*	38	\$894 / \$874
3700.801	Animal	3-4 y	F	12:45-3:45 pm	Aug 23-May 30*	38	\$894 / \$874
4600.801	KinderKids	4-5 y	F	8:30-11:30 am	Aug 23-May 30*	38	\$894 / \$874
4700.801	KinderKids	4-5 y	F	12:30-3:30 pm	Aug 23-May 30*	38	\$894 / \$874

**Please Note:** \*No classes held 11/29, 12/27, and 1/3/14.

#### Payment Options (Due Date = Payment)

**May 16 = \$230 (\$250 non-resident), Sept 12 = \$161, Dec 5 = \$184, Feb 6, 2014 = \$184 & Apr 10, 2014 = \$115**

# Preschool Registration Form

Please **PRINT** all information. Make photocopies if additional forms are needed. Incomplete forms will not be processed.

## Participant(s) Information

**LAST** Name only: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (     ) \_\_\_\_\_ Day Phone: (     ) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Name of Medical Provider (if applicable) \_\_\_\_\_

Present Physician/Location (if applicable) \_\_\_\_\_

Known Medical Conditions/Allergies: \_\_\_\_\_

To have a receipt emailed to you, please provide your email address. \_\_\_\_\_

Do you also want Recreation programs & event info emailed?  Yes \_\_\_\_\_

Does the participant(s) require any special accommodations to participate in these activities?  
 YES  NO If yes, a Recreation Services staff person will contact you.

Participant's Name First and Last Names	All Participants	Birthdate	Sex	Activity Code Numbers			Program Fee
				1st Choice	2nd Choice	3rd Choice	

If you would like a 1 yr subscription to have the Activity Guide mailed to you, please include \$5.00 here. \_\_\_\_\_

Would you like to make a donation to the R.A.P. Program? (Recreation Assistance Program for fee assistance) \_\_\_\_\_

I authorize the use of my:    MasterCard    Visa	<b>Sub-total of Fees:</b>	\$ _____
Name as it appears on card:	Applicable Credit/Discount:	\$ _____
Card #:	<b>Total Fees Enclosed:</b>	\$ _____
Expiration Date: Month                  Year	Please make check for first choice Class(es). Make checks payable to "City of Milpitas." Send to: <b>Class Registration, 457 E. Calaveras Blvd., Milpitas, CA 95035</b>	
Signature: _____ Date: _____		
<input type="checkbox"/> I authorize this card to be charged for the balance due (as per the payment schedule) on 5/16/13, 9/12/13, 12/5/13, 2/6/14 and 4/10/14. <b>Initial</b> _____		

**DO NOT SIGN THIS DOCUMENT BEFORE YOU READ IT AS IT CONTAINS A WAIVER AND RELEASE OF LIABILITY TO WHICH YOU WILL BE BOUND**

I, \_\_\_\_\_ declare that I am the parent/legal guardian of \_\_\_\_\_.

I, the undersigned, do hereby agree to allow the individual(s) named herein to participate in the aforementioned activity(ies) and I further agree to indemnify and hold the City of Milpitas harmless from and against any and all liability for any injury which may be suffered by the aforementioned individual arising out of or in any way connected with his/her participation in this activity. The undersigned further authorizes the administration of any first aid steps that may be deemed necessary by qualified personnel. I also grant full permission to the City of Milpitas to use the name and any photographs, videographs, motion pictures or recordings of the individuals named herein for any publicity and promotion purposes without obligation or liability to me. I verify that all the above information is true and accurate. I have read, understand and agree to all of the policies of Milpitas Parks and Recreation Services' in regards to Refund/Cancellations, Transfers, Late Pick-Ups, Camp and Workshop Refunds/Transfers, Code of Conduct and Discipline Plan, and Class Cancellations and Wait Lists listed in the current Activity Guide, on the website and/or on the back of this form. **I ACKNOWLEDGE THAT I HAVE CAREFULLY READ THIS WAIVER AND RELEASE AND I FULLY UNDERSTAND THAT, BY SIGNING BELOW, I AM WAIVING ANY RIGHT THAT I MAY HAVE TO BRING A LEGAL ACTION OR TO ASSERT A CLAIM AGAINST THE CITY OF MILPITAS FOR NEGLIGENCE ON BEHALF OF MYSELF AND THE INDIVIDUALS NAMED HEREIN.**

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name(s): \_\_\_\_\_  Participant  Parent  Legal Guardian

OFFICE USE ONLY		Date Rec'd	# of Checks		Credit \$	Returned Check(s)
Staff	Reg. #		Resident	Non-Resident		Rct.#

# Milpitas Parks & Recreation Services' Registration Policies

## ***Refund/Cancellations\****

In order to receive a refund check in the mail, you must submit the Transfer/Refund Request Form (on previous page) to the office 10 calendar days prior to the first Class. "Class" shall mean all of the meetings for each separate activity per session. **A \$10 service charge is withheld from each Class you are requesting a refund for. Material fees are non-refundable if you cancel/transfer out of the class.**

Refund/Transfer amounts up to \$10 will be issued as a credit on your Recreation Services' Account to be used for future Classes or programs. Refunds for amounts of \$10.01 and more will be issued as a refund check. You will receive your refund check in the mail in 30 days.

**Please Note:** If your class payment was made with a credit card, refunds cannot be credited back to the credit card.

For cancellations with less than 10 calendar days prior to the start of the program, you will be issued a credit on your Recreation Services' Account to be used for future Classes or programs, minus a \$10 processing fee for each Class cancellation. If the Class has started, you may cancel prior to the second Class meeting and receive a prorated credit on your account minus a \$10 processing fee. Medical emergencies are exempt from the policy; however, a signed statement from your doctor is required prior to the last Class to be eligible for a refund and will be prorated for Classes that were attended.

\* Online registration transaction fees are non-refundable.

## ***Transfers\****

Transferring from one Class to another Class is permitted without a processing fee, as long as the office is notified with a Transfer/Refund Request Form (on page 71) 7 calendar days prior to a Class starting and the programs are within the same registration season (spring, fall or summer). If the transfer request is made with less than 7 calendar days prior to the Class, a \$10 processing fee will be charged for each transfer. \*Excludes Online Registration.

## ***Class Cancellations & Waiting Lists***

Early registration is recommended instead of waiting before the first day of Class. Should a Class not meet its minimum number of students within 3 days of starting, it will be cancelled.

If a Class has reached its maximum capacity prior to your registration, you will automatically be placed on the waiting list without payment. Should an opening occur, Recreation Services will contact those on the waiting list, in order of placement and payment is required at that time. Being placed on the waiting list does not guarantee enrollment in the Class. Please do not go to the Class if you are on the waiting list.

## ***Late Pick-Up Policy***

For the safety of our participants, it is required that they are picked up on time at the end of each Class. Should the participant be picked up late, a \$10 late fee starting one minute after the end of Class will be charged, with an additional \$10 for every 10 minutes thereafter. Should the participant not be picked up within a half hour of the end of the Class, the Milpitas Police Department will be contacted. Late fees must be paid within three (3) business days, of receiving the late fee notice, otherwise your child will not be allowed to return to the Class/program.

## ***Code of Conduct Policy***

All individuals are expected to abide by the 5 "C's" of the Code of Conduct; creating a fair, secure and friendly place to learn & play:

1. **CARE** - Caring for self, others and the environment.
2. **COURTESY** - Speaking and behaving politely and kindly towards others; showing excellence in manners.
3. **CONSIDERATION** - Showing respect for self and others; tolerating others; thinking of the feelings/circumstances of others.
4. **COOPERATION** - Contributing to a positive tone/image; accepting consequences when rules are broken; working, studying and playing cooperatively with others.
5. **COMMON SENSE** - Use common sense by stopping and thinking carefully before doing anything!

Violation of the Code of Conduct outlined above may result in disciplinary action, up to and including expulsion from Milpitas Parks & Recreation Services programs and facilities, forfeiture of fees, and financial restitution for any damage. In the case of a minor, parental responsibility will apply to all of the above actions.

### **Discipline Plan:**

#### Behavior Incident:

1. Intervention - Private, verbal warning (without emotion)

#### Recurrence/Second Incident

2. Intervention - "Cool Off" Time/Removal from the group. Discussion of the incident with staff: when the participant deems himself/herself ready to follow the rules, he/she may re-join the group

#### Recurrence/Third Incident

3. Parent phone contact by participant in the staff's/instructor's presence, indicating that the next incident will result in removal or suspension from the program. An Incident Report is completed by staff, documenting incident(s) and measures taken.

#### Recurrence/Fourth Incident

4. Coordinator/instructor will contact the parent to remove the participant from the program. The child will be eligible to return to the program once parent(s) have attended a conference with the Coordinator/Instructor.

The following behaviors will result in the **IMMEDIATE REMOVAL** of the participant:

1. Fighting (hitting, punching, kicking, another participant, regardless of reason, or who hit first).
2. Physical abuse of a staff member.
3. Direct abusive/obscene/profane language/gesture to staff or participant.

## ***Camp & Workshop Refund / Transfers***

In order to receive a refund for a program that occurs for five (5) consecutive days or less, you must notify the Parks & Recreation Services Department 10 days prior to the beginning of the first day of the program and a full refund will be issued, minus a \$10 service charge. Refunds and/or credits will not be issued with less than 10 days notice.

Medical emergencies are exempt from the policy; however, a signed statement from your doctor is required prior to the last day of Class to be eligible for a refund and will be prorated for Classes that were attended.

Transfers will only be granted with 10 days notification prior to the beginning of camp/workshop without a processing fee by completing the Transfer/Refund Request form on page 71.