

Orientation Checklist for TVECP - C.C. Club

Please review, check off & sign

- Will pay registration fee and first month's fees as soon as paperwork is submitted and we have imported your Procure account. Prepayment is required) **Included hard copies of immunization record and this form in paperwork**
- Submitted calendar for the year or summer and if applicable field trip permission forms for summer **(Only Hard copies will be accepted.)**
- Reviewed parent handbook (and field trip list if attending in the summer). These are available on our website.
- Reviewed the fees, **calendar change due dates, late charges and other extra fees such as not informing us of absence in time.**
- Understand that schedule options are chosen for entire school year (either Daily or Monthly).
- Understand that **changes to your schedule must be made by Wednesday of the preceding week** to receive credit for cancellation or to add a day at the regular fee (via email or written calendar change form). Changes to any holiday break schedule may incur an extra fee or no credit if not made by the specified date. These dates are listed online and on your schedule. There are no credits issued for illnesses.
- Understand that you must provide an optional snack daily, lunch on early release days and all full days off, as well as a **WATER BOTTLE EVERYDAY your child attends.**
- Recognize the need to inform the program of my child's unexpected absence. (Calling site at 749-3224 for TVES or 260-8804 for Agua Caliente when absent for that day and/or in the same week or email tvecp@tanq.org)
- Give my permission to any TVECP staff member to apply sunscreen, moisturizing lotion or hand sanitizer to my child whenever the need arises.

This agreement enables _____ (child's name) to attend TVECP, providing the child and the person(s) responsible for the child comply with the applicable policies, procedures and code of conduct for the program. This includes our receipt of payment within the proper time frame with the understanding that **there will be a \$ 30 late fee if not paid by the 15th for monthly schedules or a balance over \$68 for daily payers.** In the event payments are not made, the children) will not be permitted to attend the program until payment, including collection costs are made. If this account is turned over to small claims court the parent or guardian will pay for all costs incurred, including attorney's fees, if necessary.

A child's admission and retention in this program is terminable at will, whether by the parent/guardian or by this program as allowed by the policies and procedures.

Your signature below confirms that the parent handbook and the information on this page have been read and are understood. It is also understood that any of these policies and procedures may be changed as needed.

I acknowledge that participation in TVECP presents common risks and hazards incidental to any children's recreational & educational programs. I assume the risk of injury to my child from participation in TVECP. I accept responsibility for any medical costs that arise from an injury to my child while participating in TVECP.

Signature _____ Date _____