

Saturday Club Registration Policies for 2008/09



Please read carefully. Your signature on the registration form indicates that you have read, understand, and agree to these policies. These policies apply to BOTH the Saturday Club at King County Program Center in Seattle and the Kitsap County Program in Bremerton.

- 1) Registrations are taken on a first-come, first-served basis, and are required in advance. Early registration is highly recommended! **Registrations will not be taken over the phone.** You **MUST** provide a **signed** registration form and payment prior to every session.
- 2) A **Completed Annual Information packet is required** before we can accept your child. This includes: Annual Information Form, Health History Form, and Emergency Card. These must be updated once a year. The Session Registration form and payment are required for specific sessions.
- 3) **Signing in/out of Saturday Club:** An adult (age 18 or older) is required to sign in your children upon arrival at and sign out upon departure. *If someone other than yourself is picking up your child, please inform the Program Manager in writing.* You and/or the designated adult may be asked to show photo ID. **DDD clients: we cannot bill DDD if you do not sign your child in.**
- 4) **FEES:** Please see either the King County Program Center or the Kitsap County Program Center General Information flyer for session fees.
 - a) **Registration fee payment:** Payment must be made to our office no later than 5 business days before the Saturday Club for which your child is registered. **We will not accept a child for whom Saturday Club fees are not received.** Late registration *payment* will be accepted only by phone using a credit card, as long as space is available and enough sitters are available to accommodate a late registrant.
 - b) **CAMP FIRE USA REQUIRES A \$20 ANNUAL MEMBERSHIP FEE.**
 - c) You may pay fees by check, money order, or VISA/MasterCard. If you would like to have your credit card billed automatically for each Saturday Club your child attends, please call the Member Services Assistant to request an authorization form.
 - d) Financial assistance may be available through DSHS/DDD or through Camp Fire USA. Please request a Financial Aid Form if you do not qualify for DDD assistance.
- 5) **Refund Policy:** If we are notified more than 5 business days in advance that your child will not be attending a session for which he/she is registered, the fee may be transferred to an upcoming session at your request. However, if your child does not attend or if you cancel 5 business days or less before the scheduled Saturday Club session, **the registration fee will not be refunded nor transferred to another session.** (For the safety of all concerned, the Program Manager reserves the right to cancel any session for safety reasons including hazardous weather conditions such as heavy snow or icy roadways. Your payment will be transferred to the next available session in that event.)

Parents of DDD-subsidized children: DDD will not pay for any session your child does not attend. If you sign up for a session and do not attend (no-show), or if you cancel less than 3 days prior to a registered session, **you will be billed for that session.**
- 6) **Registration priority** will be given first to children with disabilities, and then their siblings. All children are welcome, space permitting. Your fees will be returned in full or transferred to the next session if space is not available or if the session is cancelled by us for any reason.

IMPORTANT:

- We are unable to serve children with uncontrolled seizures and/or unmanageable behaviors.
 - No medication will be administered by site staff.
 - Please provide a sack lunch and drink for your child.

If you have any questions about these policies, please call the Member Services Assistant
King County Program Center - 206 826-8908 Kitsap County Program Center - 360 377-5513

Camp Fire USA activities are available to all people without regard to race, gender, creed, national origin, economic status, sexual orientation, or mental or physical disabilities. Accommodations for persons with disabilities will be provided upon request whenever possible. Please call in advance to make arrangements. TTD users may reach us through the Washington State Relay Services, 800 833 6388; TeleBraille users, call 800 833 6385.