

2017-2018



DOUGHERTY ARTS SCHOOL



Creativity Club
After School Program
PARENT HANDBOOK

austintexas.gov/Dougherty

512-974-4000



City of Austin

Dougherty Arts Center 1110 Barton Springs Road, Austin, TX 78704

Dear Creativity Club Parents and Guardians:

Welcome to the Dougherty Arts School's Creativity Club (C-Club) after school program for the 2017 – 2018 academic year. The staff at the Dougherty are very excited to have your child participating in our program!

This Parent Handbook provides information that you will need to be prepared for your child's participation in Creativity Club. This handbook is a supplement and does not replace the Austin Parks and Recreation Department's handbook, but does provide Dougherty site and program specific information. Please check your receipt to ensure that your child is enrolled at the correct location.

All participants are required to have a completed waiver form on file before the program starts. A waiver form is included in this packet for your convenience, and a copy can also be found online. Please contact the Registration Office at 512-974-4040 regarding any registration concerns or to make any adjustments to your waiver.

Our low teacher-to-student ratio (1:12) and process-balanced approach to instruction allow children to feel confident in themselves as well as with others while learning new skills. Students will have the opportunity to exercise their cognitive abilities through creative problem-solving while working with a variety of artistic media. C-Club meets at the Dougherty and participating AISD Elementary Schools Monday – Friday from 3 – 6pm.

This year, C-Club students will be taking a "Trip Around the World." Seven of our program months will each feature a different continent, and the eighth month will cover our oceans. This way we will have a chance to explore the diverse and wonderful people, creatures, places, arts, and cultures from around this planet we call home.

We look forward to an amazing year filled with a variety of creative projects that bring the C-Club community closer through the practice and celebration of art!

Dougherty Arts School
1110 Barton Springs Road
Austin, Texas 78704
512-974-4040



The City of Austin is proud to comply with the Americans with Disabilities Act. If you require assistance for participation in our programs or use of our facilities, please call 512-974-3914.

DOUGHERTY ARTS SCHOOL
1110 Barton Springs Rd.
Austin, TX 78704

512-974-4040 www.austintexas.gov/dougherty

Registration Office Hours

Monday - Friday 10am - 5:30pm
Saturday & Sunday CLOSED

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Creativity Club Program Contacts

| | |
|--|-----------------|
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| Arts School Registration Office , Dacschool@austintexas.gov | 974-4040 |

Dougherty Arts School
Mission & Philosophy

The Dougherty Arts School is dedicated to providing quality multi-disciplinary arts education programs for all ages. Our goal is to educate students so they may become skilled workers, innovative leaders, and professional artists who make valued contributions to society. Our youth programs are based on a process-balanced teaching method. This method emphasizes the process of creating as well as the final product. It is the individual success of every student that makes this type of teaching method valuable. The students will come to understand and embrace the artistic process, developing in self-esteem and confidence. There are no right or wrong answers, only the individual's artistic point of view.

Local Standards of Care

The City of Austin, Parks and Recreation Department owns and operates the Dougherty Arts Center and its programs. The Dougherty Arts School Programs are run by the Austin City Council through the Local Standards of Childcare Ordinance No. 20170216-066 which is updated annually. PARD is not licensed by the state.

Program Information

Creativity Club (C-Club) After School Program Description

Ages: *5 – 12

**(5-year-olds currently enrolled in Kindergarten)*

Students will explore arts educational programming through lessons taught in various artistic mediums and disciplines. Creativity Club's curriculum follows a process-balanced learning model with lesson plans developed by our Instructors in response to monthly themes that emphasize cultural studies, art history, and creative techniques. This method, along with our 1:12 teacher-to-student ratio, allows every project to be responsive to the students' creative interests as well as incorporate the Instructors' own artistic expertise. Staff are carefully chosen so that each site provides diverse cultural arts experiences for all participants in the areas of visual, performing, and media arts. The goal of Creativity Club is to provide students the time and space to develop individual creative expression through group participation in structured and intentional recreational activities and arts lessons. The four components that make this after school program a success include providing time for a healthy snack, academic assistance, arts education, and active play.

Program Hours

After school programming meets Monday through Friday, 3:00 to 6:00pm, concurrent with the AISD school calendar and excluding City of Austin holidays.

Communication

Program staff provides a newsletter with monthly themes, lesson plan descriptions, and goals. The newsletter is our opportunity to showcase participants with photographs of their activities. The newsletter also provides important dates, events, notices, and staff biographies.

Professional Staff

All instructors for our youth programs are artists in their own right and have received a full 40 hours of training before the beginning of the program. This training includes: CPR/AED certification, first aid certification, curriculum development, lesson planning, the 40 Developmental Assets®, positive behavior intervention, social emotional learning, City of Austin Parks and Recreation Department youth program policies, Dougherty Arts Center site policies, and emergency site procedures.

Sign Out

As the parent or guardian, you are required to sign your child out of the day's activities and to escort your child out of the program site each day. Other than a parent or guardian, only individuals listed on the child's waiver form as an "emergency contact" with permission to pick-up the child may sign out a child. You may add additional contacts by calling the Dougherty's Registration Office at 512-974-4040.

Proper ID is required before staff will release a child.

IMPORTANT—ID CHECK

Please remember your driver's license when picking up your child. Anyone picking up your child on your non-custodial waiver will also need to provide identification for the safety of each participant.

Pick-Up

Participants must be picked up by 6:00pm. In the event of an emergency, it is the responsibility of the parent or guardian to inform staff if they will be unable to pick up the participant by 6:00pm. Note, late fees will apply.

If the facility has not been contacted by the parent or guardian within one hour after the end of the program, staff will contact 311 and request a police officer, advising the dispatcher that there is a program participant in need of supervision.



Creativity Club Program Schedule

C-Club @ the Dougherty Arts Center

3:00 – 4:15 Arrive in Youth Lobby
Drop-off / Snack / Free Draw / Homework
Recreation Activities / Recess in Butler Park
(weather permitting)

4:15 – 5:45 ARTS LESSON

5:45 – 6:00 Games / Free Draw / Homework
Sign-out in Youth Lobby

C-CLUB @ THE DOUGHERTY

Students arrive by van, AISD bus, or are dropped off by a parent or guardian between 3:00 - 4:00pm and must be picked up by 6pm. If your child will not be attending that day, please call 512-974-4040 before noon so that we can account for all students.



C-Club @ Oak Hill

3:00 – 3:30 Arrival / Snack / Free Draw / Homework

3:30 – 4:00 Recreation Activities / Recess at playground
(weather permitting)

4:00 – 5:30 ARTS LESSON

5:30 – 6:00 Games / Free Draw / Homework
Sign-out in Classroom

Students arrive at 3pm and must be picked up by 6pm. Younger students are escorted to the classroom every day. Please inquire with on-site staff and your AISD classroom teacher the first week of the program if you are concerned about your child arriving to the C-Club classroom.

C-CLUB @ OAK HILL

Please call the C-Club cell phone during program hours to speak with on-site staff: Monday - Friday, 3 - 6pm. If your child will not be attending C-Club @ Oak Hill, call the cell phone and leave a message by noon so that we can account for all students.

Oak Hill Elementary
Cell: 512-632-8359

Program Information

Preparing Your Child for Class

Absence/Attendance

Enrollment is set on a monthly basis and attendance is the responsibility of the student and parent or guardian. **Call** the program facility **by noon** if your child will not be attending the program that day at **512-974-4040**. If we have not been contacted by you, a courtesy call will be placed to confirm your child's absence to ensure they are not missing. You may let us know ahead of time if there will be a recurring absence.

Appropriate Dress

Art is messy!!! Participants may engage in projects and activities that are messy. Children may get dirty or wet. Please be aware when considering your child's daily clothing choices. Closed-toe shoes are required.

Snack

Please provide a healthy snack for your student during snack time at after school. Microwaves and refrigerators are not available for program use. We also recommend sending a water bottle. Please do not send snacks that contain nuts. Some participants have severe nut allergies.

Ethics

Because of a potential conflict of interest, our staff cannot be hired by a participant's parent or guardian for babysitting. Additionally, staff cannot accept any gifts from participants, parents, or guardians.

Cold/Hot Weather

Outdoor play is an important part of the curriculum. Participants will go outside as scheduled unless it is raining or the temperature is under 40 degrees or over 100 degrees. Please make sure they have appropriate clothes for the weather, including coats, hats, and mittens during colder months.

Videos

Classes occasionally view educational videos related to the unit of study. All programs are previewed to evaluate content and suitability for the age group of the children.

Arts Center Photo & Video Policy

PARD and Dougherty Staff regularly take photos and videos of participants in classes, at special events or during other activities. The photos are for department use and may be included in presentations, brochures, fliers, public service announcements, www.austintexas.gov website and other public media uses. Please see the Photo Release section of the Registration and Waiver Form.



Safety and Fire Drills

PARD has emergency plans in effect at each facility in the event of inclement weather or other hazardous situations which may occur. Additionally, centers conduct random fire drills.

Lost Child Policy

We do everything we can to prevent the possibility of a lost participant scenario. Staff is careful to maintain appropriate leader-to-participant ratios (1:12), count participants on a regular and frequent basis, and ensure participants never go anywhere alone. In the case that a participant has shown an inclination to wander away from a group in the past, please notify the Program Specialists so we can better keep an eye out for this behavior.

If a participant does go missing, staff will follow our lost participant procedure, which is as follows:

1. Take note of the exact time.
2. Identify the name of the participant, as well as their age and description.
3. Contact the Center Supervisor immediately.
4. Keep the other participants together in a safe, visible location, making sure to keep them calm and entertained.
5. If possible, available staff will begin looking for the participant and remaining staff will remain with the group to monitor participants in the proper ratio. Searching staff members will check-in often with the larger group to see if the participant has returned.
6. If the participant is not found within 10 minutes of the start of the search, staff will call 911 and provide the following information: participant name, age (date of birth), description of clothing (specifically shoes), address, parent's name(s), ethnicity, and hair color.
7. The Program Supervisor, Coordinator, or Specialist will contact the parent or guardian of the child and inform them of the situation.

C-Club @ DAC Transportation

Transportation Safety

The City of Austin Parks and Recreation Department takes transportation very seriously.

- Each of our van drivers is required to successfully complete a department-approved driver safety course every 3 years.
- Staff driving records are monitored quarterly by the Parks and Recreation Department's Safety Office.
- The Driver's job is to drive only.
- All Drivers are accompanied by additional staff that takes roll, monitors students, and maintains communication with the DAC office.
- Seat belts are required for all students and adults.
- Booster seats are required for children after 4 years and 40 pounds and under 4'9" tall. It is a City of Austin policy that we are required to follow; no exceptions will be made.
- Students enter and leave the vans on the curb side only.
- Staff members will be wearing Dougherty staff t-shirts and name badges.



PARTICIPANT ATTENDANCE

Remember to let us know at 512-974-4040 by NOON if your child will not be attending C-Club. We call parents if a child is not accounted for before we leave. Not calling to notify us of an absence makes everyone wait.

Transportation makes every effort to arrive on time, but circumstances exist that may effect or delay van/bus arrival.

DAC Van Transportation

- If two trips are required for a school, an additional staff member stays with the youth on-site until the van returns from the first trip. There are always 2 adults in the vans: a driver and an additional staff member.
- Participants are transported in groups of about 12.

Becker Elementary

Students meet inside the front entrance to the school. A Dougherty Staff member will pick up younger students (generally kindergarteners) from their classroom teachers.

Mathews Elementary

Students meet at the flag pole in front of the school or inside at the bottom of the stairs in inclement weather.

AISD Bus Transportation

Zilker Elementary

- Students will ride the AISD bus that meets on the north side of the school.
- Students will follow all policies administered by AISD transportation.
- If you have concerns about your student transitioning from their classroom to the bus, please contact their Zilker classroom teacher.
- Dougherty Staff will not be at the school for pick up.
- Remember to **let us know at 512-974-4040 by NOON** if your child will not be attending C-Club. This is especially important, as Dougherty Staff will not meet students at Zilker.
- Dougherty Staff will check that all Zilker students are accounted for as they come off of the bus at the Dougherty.
- If we have not received notice that a child will be absent, parents will be notified that their child has not arrived at the Dougherty.
- If a participant misses the AISD bus from Zilker, they should report to the Zilker office, where parents will be notified for pick up. The Dougherty is not responsible for participants who miss the bus.
- The bus arrives at the Dougherty at approximately 3:30pm.

Health & Safety

Medication Release/Standards

If possible, please make every effort to administer medication outside of program hours. If necessary, be aware PARD staff will follow the procedures below regarding the distribution of medication.

- Staff may not administer medication to a participant without a signed "Permission To Give Medication" form on file. Medication must be stored in its original container with the child's given name, valid expiration date, and correct dosage.
- Staff may not accept more than a week's worth of medication for a participant, not to exceed a 5-day supply. To clarify, if a program meets once a week, staff can only accept medication in the quantity necessary for that one occurrence. Any unused medication shall be returned to the parent/guardian on the last day of the program.
- Staff may not administer an injection except for an epinephrine auto-injector device, which can only be administered during an emergency by trained staff. In addition, medication that is inconsistent with the prescribed dosage cannot be administered by staff.
- Staff must keep medication in a secured location that is only accessible by staff.
- A staff member shall maintain a medication log that includes the name of the child to whom the medication is administered, the time the medication is dispensed, and the name of the person dispensing the medication.

Participant Wellbeing

Every effort to prevent the spread of disease is made by our staff. This includes frequent hand washing and instruction in hygiene, which minimizes the spread of germs. The following guidelines are set to protect your child as well as others from contagious illness. Children who have been contagiously ill are required to be fever-free for the last 24-hours before returning. Please utilize the illness chart which is an excellent tool for parents to determine when children should stay home and when it's safe to return to class.

Illness/Injury

If a child becomes ill during the program, staff will call the phone numbers listed on the Registration and Waiver Form to arrange for your child to be picked up. If a child becomes seriously injured, the staff will contact the parent or guardian and call 911 for assistance. Additionally, staff shall call a participant's parent or guardian if the participant has:

- Oral temperature of 100.4 degrees or greater
- Excessive diarrhea or vomiting
- Head lice or infectious skin disorders
- Communicable diseases such as chicken pox or measles
- Other conditions that harm a participant's wellbeing

ILLNESS GUIDELINES

| Illness/Infection Symptom | Should you stay home? | When you can return |
|--|--|--|
| Chicken Pox | YES | When all pox are scabbed |
| Cold | NO (without fever) YES (with fever) | See fever |
| Coxsackie (hand, mouth, and foot disease) | NO | |
| Diarrhea | YES | 12 hours after last diarrhea |
| Ear Infection | NO (with doctor diagnosis) | |
| Fever (undiagnosed illness) 100.4 or greater | YES | 24 hours after fever subsides and fever reducing medications have not been given in the past 8 hours |
| Giardia | YES | When diarrhea subsides or Dr. approves readmission |
| Impetigo | YES | When treatment has begun |
| Lice | YES | When 1 treatment has been given |
| Pink Eye | YES | 24 hours after treatment has begun |
| Unidentified Rash | YES | When rash is gone unless Dr. approves readmission |
| Ring Worm | NO (keep area covered) | |
| Roseola | YES (with fever) | See fever |
| Rota Virus | YES | When diarrhea subsides or Dr. approves readmission |
| Strep Throat/Scarlet Fever | YES | 24 hours after treatment has begun and fever free |
| Thrush | NO (should seek treatment) | |
| Vomiting | YES | 12 hours after vomiting |

Registration Information

Registration

- Registration for Creativity Club is secured by full payment for the month at the time of registration.
- We suggest you register online, which is available at: www.austintexas.gov/Dougherty. You can also register in person at the Dougherty front desk or by phone. To register by phone, call 512-974-4040 with credit card payment.
- The waiver form must be completed and on file at the Arts School Office **prior to attendance of any program. Credit card registration by telephone will hold your spot in the class or camp for 7 days until the waiver is returned.** Children cannot participate in City of Austin programs until waivers are completed, signed, initialed, and received by the registrar.
- We require one waiver form per child, filled out completely. Current telephone numbers and email addresses are necessary for communication with participants and parents.
- New waivers must be completed at the beginning of each school year.
- *Registration forms, waivers, payments, and late fees may only be accepted by Dougherty Arts School Registrars.* Instructors and Specialists cannot accept payments or documents for the Dougherty Arts School Registrars.
- Please call the registration office at 512-974-4040 for all adds, drops, waiver changes, and payments.

Due Dates and Drop Days

- **Payment is due in the Dougherty Arts School's Registration Office by the 15th of each month for the next month's tuition (please note this is the received date, not postmark date). If the due date falls on a Saturday, Sunday, or City holiday, payment will be due the next business day.**
- Late fees begin on the 16th of the month. A late fee of \$15 will be assessed for payments received on the 16th or later.

- Drop day is the 20th of the month. If payment and late fees are not received by the 20th, students will be dropped, without call, from the roster and the spot will be offered to the first child on the waiting list.
- Fees are refundable in full only if the class has been cancelled by the Parks and Recreation Department.

Payment Information

- Once enrolled in the first month, students are guaranteed a spot in the next month, as long as payments are received by the due date. Monthly payments are calculated by evenly dividing the annual tuition by the number of program months. There is no payment due in December. *Please see payment schedule below.* Invoices are sent by email to the address on file. Please add dacschool@austintexas.gov to your contacts and check your spam folder.
- Parents are responsible for making payment by the due date, whether or not invoices are received.
- **The City of Austin determines that the person who enrolled the student is responsible for payment.** The Dougherty Arts School can only maintain one billing address for each student. Parents who are sharing payments with another party must designate one billing contact and coordinate payments for all parties who are contributing. The Dougherty Arts School will accept payments from any party. However, the person who enrolled the student and signed the waiver will be legally responsible for making payment due dates and **will be the only person to receive the receipt of payment via email.**

Wait List

The number of participants in a program is determined by a participant-to-instructor ratio mandated by the Local Standards of Care Ordinance. While ratios ensure participants an enjoyable experience, they also limit enrollment in each program. When a program has reached its maximum enrollment, the names of interested applicants are placed on a wait list. Parents are notified as openings become available. There is no cost to be placed on a wait list.

PAYMENT CHART

| Program Month | Program Due Date by 6pm | Late Payment Fee of \$15.00 begins at 9am | Drop Day Due to No Payment at 9am | Last Day for Refund Minus 20% |
|-------------------|-------------------------|---|-----------------------------------|-------------------------------|
| August/September | At Registration | N/A | N/A | August 14 |
| October | September 15 | September 16 | September 20 | September 25 |
| November/December | October 16 | October 17 | October 20 | October 25 |

*If the due date falls on a Saturday, Sunday or City holiday, payment, late fee and drop day will be adjusted to the next business day.

Tuition & Fees

Attendance, Cancellations and Refunds

- **Program attendance is the responsibility of the participant.** Failure to attend a class does not entitle a participant to a transfer, make-up, prorate, or refund. Substitutions, including family members, are not permitted.
- If classes are cancelled by the City Administration due to weather or an emergency situation, there will not be a make up date or discount fees for these days.
- Registration fees are refundable in full only if the Arts School has cancelled the class. Registrations cancelled at least 7 days prior to the first day of class may be issued a refund, minus a 20% non-refundable deposit.
No refunds are issued for registrations that are cancelled without 7 days advance notice of the first class day.
- Refunds are issued to the charging credit card, by check from the City of Austin (please allow 6-8 weeks for payments made by check or cash), or you may apply the credit to your account, which may be used by any immediate family member for any program offered at the Dougherty Arts School for up to one year from the initial payment.
- If you plan to drop the program, please let us know as soon as possible so that we can offer the spot to the first child on the wait list. Otherwise, payment due dates and drop days will be strictly followed.

Late Pick-up Fees

- Program hours are exact class times.
- Pick up time is promptly at the end of class. You may pick up your child earlier if you like, but you will not receive or be issued a prorated refund.
- Late fees begin accruing as soon as the class ends. The late pick-up fee is \$1 per minute past the end of class.
- The first 10 minutes of your first instance of lateness will be waived as a courtesy.
- Please help ensure the safety of your child by picking up your child within program hours.

PAYMENT QUESTIONS?

Please call the Dougherty Art School's Registration Office with any questions or concerns regarding payment, tuition, or enrollment information.

PHONE: 512-974-4040
EMAIL: Dacschool@austintexas.gov

EMERGENCY CONTACTS

It is important to review your Emergency Contact list in your online Household Account. Your emergency contacts are the non-guardian individuals who are allowed to pick up your children with proper ID. Make sure that everyone on your Emergency Contact list is currently allowed to pick up your children. Please delete anyone who is no longer picking up. To get to this information:

1. Log In to your Account
2. Click on the "My Account" tab
3. Scroll down submenu to: Change Household Data
4. Scroll down to the bottom of the page for the list of Emergency Contacts (pick up list). Proof and revise as needed.



E. Completion required by all participants.

Medical Care Information

1. Any known allergies to food/drugs, insect stings, poison ivy/other plants, etc.? {Yes } {No } {Please Specify: _____}

2. Any known existing illnesses? {Yes } {No } {Please Specify: _____}

3. Please list any physical condition that could restrict activities or have a need requiring special care in order to participate in program/activity.

4. **For Youth & Children Only:** Does Participant require prescription medication during program hours? Program must exceed 1 hour. {Yes } {No } {If yes, please complete a Medication Authorization form.

Personal Information Privacy Policy

We collect personally identifiable information, like names, postal addresses, email addresses, etc., when voluntarily submitted by our visitors. This information is only used to fulfill your specific request, unless you give us permission to use it in another manner, for example to add you to one of our mailing lists. {email opt out? _____}

Image Release Waiver

I hereby consent to allow usage of photographs and video taken during this program and at our sites for publicity purposes in printed materials, and on our website. Photographs remain the property of the City of Austin Parks and Recreation Department. If you do not want to allow photos or videos, then please initial. {opt out? _____}

Accessibility Accommodation Request

The City of Austin is proud to comply with the Americans with Disabilities Act. If you require assistance for participation in our programs or use of our facilities, please call 512.974.3914. Do you require accommodations? {Yes } {No } {Optional}

Standards of Care Notification

Children's programs/activities supervised by Parks and Recreation Department and requiring enrollment/registration in order to participate are not licensed by the state, but follow standards of care adopted in the City of Austin Ordinance No. 20170216-066. A copy is available and posted at each site.

Release of Liability

In consideration of participant being allowed to participate in the registered class(es) or program(s), the undersigned hereby releases the City, its employees and agents, from any action, claim or demand for personal injury or property loss arising from or due to any negligent act or omission of the City, its agents or employees. This release shall have no effect with regard to damages caused by the City's gross negligence. In the event the City or a volunteer provides transportation for the registered participant, this waiver and release shall extend to and release the City employee driver from any and all liability. Permission is given for any emergency medical treatment, operation or anesthesia which might become necessary. I agree to be responsible for the expense of medical treatment or service.

Please Print Name: _____

Signature: _____

Date: _____

Participant Name: _____ **Age:** _____ **Gender:** Male Female

B. Completion required by all participants. Primary and Secondary must reside at same Household address. If not, complete box D

Household Mailing Address: _____ **Zip:** _____

Household Home Phone: _____

Household Primary Name: _____

Birthdate: _____ **Gender:** Male Female **Email:** _____

Primary Cell Phone*: _____ **Provider:** _____ **Primary Work Phone:** _____

Household Secondary Name: _____

Birthdate: _____ **Gender:** Male Female **Email:** _____

Secondary Cell Phone: _____ **Provider:** _____ **Secondary Work Phone:** _____

C. Completion required by all participants. List any Emergency Contacts other than Household members listed above.

| Emergency Contact Name: | Relation: | Home Phone: | Work Phone: | Cell Phone: | Allowed to Pick Up? |
|-------------------------|-----------|-------------|-------------|-------------|--|
| | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

D. Only complete this box if a Youth Participant resides within two separate Households.

Household Mailing Address: _____ **Zip:** _____

Household Home Phone: _____

Household Primary Name: _____

Birthdate: _____ **Gender:** Male Female **Email:** _____

Primary Cell Phone*: _____ **Provider:** _____ **Primary Work Phone:** _____

Household Secondary Name: _____

Birthdate: _____ **Gender:** Male Female **Email:** _____

Secondary Cell Phone: _____ **Provider:** _____ **Secondary Work Phone:** _____