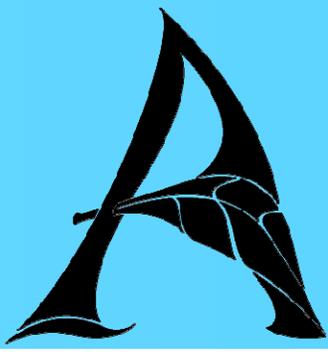


2013 - 2014



AUSTIN
PARKS &
RECREATION

Cultural Places, Natural Spaces

DOUGHERTY ARTS SCHOOL



CREATIVITY CLUB PARENT HANDBOOK



CITY OF AUSTIN

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

Dear Creativity Club Parents,

Welcome to the Dougherty Arts School's Creativity Club (C-Club) after school program for the 2013-2014 academic year. The staff at the Dougherty are very excited to have your child participating in our program!

The Dougherty's Parent Handbook provides information that you will need to be prepared for the first day of class. Please check your receipt to ensure that your child is enrolled at the correct location. The receipt also lists any waitlists that your child is currently placed on. All participants are required to have a waiver form on file before the program starts. A waiver form is included in this packet for your convenience. Please contact the Registration Office at 512-974-4040 regarding any registration concerns.

Our low teacher-to-student ratio (1:12) and process-oriented approach to instruction allows children to feel confident with 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 – 6 PM. If you have any questions concerning programming, please call Rachel Crist at 512-974-4019.

This year C-Club students will start off the semester by engaging in art projects that will help them feel more connected to their natural surroundings. Participating in the national *Get To Know* contest (<http://www.get-to-know.org/contest/us/>), students will be encouraged "to develop a deeper appreciation for nature and biodiversity by getting outdoors and creating art, writing, digital photography, video and music." The deadline for entry is November 1, 2013.

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!

Rachel Crist
Culture & Arts Education Coordinator
Dougherty Arts School
1110 Barton Springs Road
Austin, Texas 78704
512-974-4019
rachel.crist@austintexas.gov



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) 974-4040.

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DOUGHERTY ARTS SCHOOL

1110 Barton Springs Rd.

Austin, TX 78704

Registration Office Hours

(512) 974-4040 www.austintexas.gov/Dougherty

Monday - Thursday 9 AM - 6 PM

Friday 9 AM - 5:30 PM

Saturday & Sunday CLOSED

www.cityofaustin.org/parks

Austin City Council

Lee Leffingwell, Mayor
Sheryl Cole, Mayor Pro Tem
Chris Riley, Place 1
Mike Martinez, Place 2
Kathie Tovo, Place 3
Laura Morrison, Place 4
Bill Spelman, Place 5

Office of the Austin City Manager

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Ray Baray, Acting Chief of Staff

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Sara L. Hensley, CPRP

Assistant Directors

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Jesse Vargas, Assistant Director
Cora D. Wright, Assistant Director

History, Arts and Nature Division Manager

Laura Esparza

Dougherty Arts Center General Manager

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Parks and Recreation Board

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Jeff Francell, Vice Chair
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Susana Almanza, Board Member
Dale Glover, Board Member
Lynn Osgood, Board Member
Susan Roth, Board Member

Creativity Club Program & Administrative Staff

Nancy Moore , Culture & Arts Education Specialist, nancy.moore@austintexas.gov	974-4032
Guiniviere Webb , Culture & Arts Education Specialist, guiniviere.webb@austintexas.gov	974-4035
Rachel Crist , Culture & Arts Education Coordinator, rachel.crist@austintexas.gov	974-4019
Mary Ann Vaca-Lambert , Culture & Arts Education Supervisor, maryann.vacalambert@austintexas.gov	974-4037
Arts School Registration Office	974-4040

Youth Development & Enrichment Programming

Youth development means providing youth opportunities to enhance their interests, skills and abilities through intentional programming and quality experiences that help develop social, emotional, ethical and cognitive competencies. The Parks and Recreation Department (PAR) has adopted the Search Institute's *40 Developmental Assets*® as its youth development strategy, which is a recognized standard in youth programming that incorporates positive developmental qualities into children and adolescent activities.

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-oriented" teaching method. This method emphasizes the process of creating instead of 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.

Parks & Recreation Inclusion Support Services

PAR believes in providing opportunities wherein all individuals are accepted, included and welcome to live, learn and play together. If your child has a disability and you would like to request an accommodation, please contact the DAC Registration Office at 974-4040 and make a request for services. PAR Inclusion Staff are Certified Therapeutic Recreation Specialists who help by performing assessments and developing a recommendation plan for successful participation. If you have questions or want additional information please call (512) 974-3914 or email inclusion@austintexas.gov.



Parks & Recreation Childcare Licensing

The City of Austin, Parks and Recreation Department owns and operates the Dougherty Arts Center and its programs. PAR Programs are exempt from childcare licensing by the State of Texas. The Department is regulated by the Austin City Council through the [Local Standards of Care Ordinance No. 20120426-123](#) which is updated annually. PAR staff are required to report any suspicion of abuse or neglect. If you have any questions regarding this policy, please contact the PAR main office at 512-974-6700.

Safety & Fire Drills

The Parks and Recreation Department has emergency plans in effect at each PAR program site in the event of inclement weather or other hazardous situation. Additionally, centers conduct random fire drills. All staff are CPR trained and First Aid certified, and select staff at facilities with aquatic components are also Basic Water Safety Trained.

Waiting List

In accordance with the Standards of Care Ordinance, the number of participants a program may serve is determined by a staff-to-participant. When a program has reached its maximum enrollment, the names of interested participants are placed on a waiting list and parents or guardians are notified as openings become available. There is no cost to be placed on a waiting list.

Program Registration & Waiver Form

A Program Registration and Waiver Form must be completed and signed by a parent or guardian before a child may participate in any PAR programs. This form contains important medical and contact information about your child that is kept on file. Please make sure to include any requested accommodations.

Arts Center Photo & Video Policy

PAR 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.

Creativity Club (C-Club) After School

Program Description

Ages: *5-12

**(5-year olds that are 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-based 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, 2:45 to 6:00 PM, concurrent with the AISD school calendar and excluding City of Austin holidays. Participants must be picked up by 6:00 PM. 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 6:00 PM. Note, late fees will apply. If 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.

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 Registration and 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.

Absence/Attendance

Enrollment is set on a monthly basis and attendance is the responsibility of the student and parent or guardian. A call to the program facility would be appreciated if your child will not be attending the program that day. If we have not been contacted by you, a courtesy call may be placed to confirm your child's absence.

Snack

Please provide a healthy snack for your student during snack time at after school. Microwaves and refrigerators are not available for program use.

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.



Creativity Club Program Schedule

C-Club @ the Dougherty Arts Center

2:45 – 3:00	Staff pick-up student from school by van
3:00 – 3:30	Drop-off / Snack / Free Draw / Homework
3:30 – 4:15	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 or are dropped off by a parent or guardian between 3 - 3:30 PM and must be picked up by 6 PM. If your child will not be attending that day, please call before noon so that we can be certain that all students are picked-up from school by the van.

C-Club @ AISD Schools

2:45 – 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

C-Club @ AISD Schools

Students arrive between 2:45 - 3 PM and must be picked up by 6 PM. Younger students are escorted to the classroom every day. Meeting locations are specific to each site. Please inquire with on-site staff the first week of the program if you are concerned about your child arriving to the C-Club class room.

C-Club @ AISD Cell Phone Numbers

Oak Hill Elementary
Cell: 512-632-8359

Travis Heights Elementary
Cell: 512-431-4175

Zilker Elementary
Cell: 512-415-2695

C-Club @ AISD

Please call the Creativity Club cell phone during program hours to speak with on-site staff.
Monday - Friday, 2:45 - 6 PM

Preparing Your Child for Class

Appropriate Dress

Art is messy! Participants may engage in projects and activities that are messy and children may get dirty or wet. Please be aware when considering your child's daily clothing choices and if you are concerned, please provide an old shirt to use as a smock. Closed-toe shoes are required.

Bathroom Accidents

PARD Staff are not permitted to physically assist with personal cleaning or the changing of a participant's clothes after a bathroom accident. Staff shall, while maintaining the child's privacy, verbally guide a participant through the process of cleaning and changing. We ask that parents and guardians provide a change of clothes for each participant, labeled with the child's name. In the event that a participant is unable to clean himself or herself, a parent or guardian will be called to assist in this process.

Personal Belongings

PARD is not responsible for lost or stolen property, therefore participants should NOT bring any valuable items to after school. Staff require the attention of each participant; students are not allowed to play with personal belongings such as:

- Cellular phones
- MP3 players, iPods and head phones
- Pocket or hand held games
- Trading or playing cards
- Anything disruptive

PLEASE NOTE: Some program students may be asked to bring a mobile device for digital experimentation. This will only be on pre-set days dependent upon the lesson plans.

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.

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.

Behavior Guidelines

Expectations

At all times participants are expected to respect peers, other program participants, staff and equipment. PARD discourages behaviors which endanger oneself, other participants or staff. Additionally, we insist participants keep their hands and feet to themselves. Foul or abusive language, disruptive behavior, running and/or shouting within buildings will not be allowed. Participants are encouraged to participate in all activities.

Behavior Management Policy

It is the policy of Austin's Parks and Recreation Department (PARD) to provide youth participants a safe and hostile-free environment while participating in PARD facilitated programs. City of Austin programs are open to the public, and with this environment comes the potential for youth participants to exhibit behavior considered disruptive and/or unsafe to others. The possibility also exists that a participant's disruptive behavior may turn hostile.

Definitions

Youth: Individuals 5 to 17 year of age.

PARD facilitated program: any activity in which a PARD employee is responsible for structured programming and participant safety.

Disruptive Behavior: any action that interrupts or disturbs a PARD facilitated program.

Hostile Behavior: varying degrees of antagonistic actions in which ill will or destructive intent are evident.

Unsafe Behavior: any action that poses a potential hazard to other participants, self, or staff.

Procedures

The intent of this policy is to provide guidance concerning the management of youth exhibiting disruptive, hostile, or unsafe behavior. Guidance of youth must be consistent and based on an understanding of the needs of the program and the individual.

For the safety and consideration of all patrons, the Parks and Recreation Department requires youth participants to follow program rules and respect other participants, staff, and property.

When staff employ any behavior management method the following guidelines shall be observed at all times:

- There will be no harsh, cruel, corporal, or humiliating punishment.

- Staff will refrain from using abusive or profane language.
- Staff will not physically contain a youth or place a youth in a locked, unsupervised room.
- Staff may use brief supervised separation from the group if necessary.

For any youth participant that demonstrates disruptive behavior or does not follow program rules, PARD staff shall observe the following guidelines:

- The participant will be given warnings by a Parks and Recreation staff.
- Upon multiple incidents of disruptive behavior, PARD staff will complete an incident report.
- PARD staff will notify the participant's parents or caregiver.

For any youth program participant that demonstrates hostile or unsafe behavior, PARD staff shall observe the following guidelines:

- PARD staff reserve the right to remove the youth participant from a program or facility until the hostile or unsafe behavior has been corrected.
- PARD staff will complete an incident report documenting the hostile and/or unsafe behavior.
- PARD staff will notify the youth participant's parents or caregiver.
- PARD reserves the right to dismiss the youth participant from a program or facility without prior warning if it is determined that a youth's behavior places other participants, himself/herself, or staff in danger.
- PARD staff may contact law enforcement officers if necessary.

If a youth participant is removed from a program or facility for disruptive, hostile or unsafe behavior, PARD reserves the right to:

- Specify the time and conditions under which a participant may return.



Medication Release/Standards

Please be aware PARD staff will follow the procedures below regarding the distribution of medication.

- A staff member may not administer medication to a participant without a parental medication authorization. Staff may not administer medication that is not in its original container or past the expiration date on the container.
- A staff member may not administer an injection or an amount of medication that is inconsistent with the prescribed dosage. A staff member may administer an epinephrine auto-injector device if the staff member has completed training approved by the department.
- A staff member may not accept more than a five day supply of medication for a participant and the member shall return the unused medication to the parent on the last program day of the week.
- Staff must keep medication in a secured location that is not accessible by participants.
- 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 have been fever free for 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 after school, 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 at camp, 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 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 can you come back
Chicken Pox	YES	When all the 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
Fifth Disease	NO (without fever) YES (with fever)	see fever
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



TUITION & FEES

Registration

- Registration for Creativity Club is secured by full payment for the month at the time of registration.
- Register in person at the Registration Office with exact cash, money order, check, or credit card. Please do not mail cash. To register by phone, call 974-4040 with credit card payment. Fax registrations are discouraged.
- Registration is processed in the order received upon receipt of payment per child.
- One child per registration form, filled out completely. Current telephone numbers and address are necessary for communication with participants and parents.



- The registration 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 in the registration office.
- *Registration forms, waivers, payments, and late fees may only be accepted by Dougherty Arts School Registrars.* Teachers and Specialists cannot accept payments or documents for the Dougherty Arts School Registrars.
- Please call the registration office at 974-4040 for all adds, drops, waiver changes, and payments.

Due Dates and Drop Days

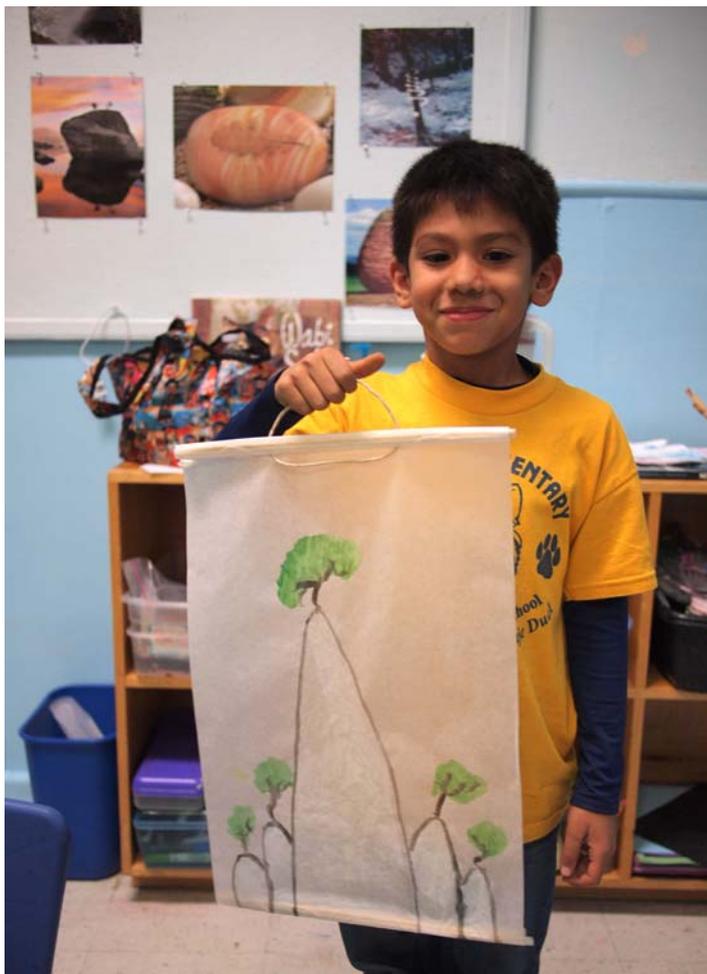
- **Payment is due in the Dougherty Arts School office by the 15th of each month for the next month's tuition (please note this is the received date, not postmark date). If the due date falls on a Saturday, Sunday or City holiday, payment will be due the next business day.**
- Late fees begin on the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

Creativity Club Program Month	Payment Due Date by 6 PM	Late Payment Fee of \$15.00 Begins at 9 AM	Drop Day Due to No Payment at 9 AM	Last Day for Refund Minus \$35.00
September	At Registration	N/A	N/A	August 19
October	*September 16	*September 17	September 20	September 24
November/December	October 15	October 16	*October 21	October 25
January	November 15	November 18	November 20	*December 31
February	January 15	January 16	January 20	January 27
March	February 18	*February 19	February 20	February 24
April	March 17	*March 18	March 20	March 25
May	April 15	April 16	*April 21	April 24

*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.

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 8 months. There is no payment due in December.*
- **Parents can select the auto-payment plan, which authorizes our office to automatically charge your credit card on the due date. A receipt will be mailed to the payee.**
- Although we plan to mail invoices for each month, parents who do not elect the auto payment plan are responsible for making payment by the due date, whether or not invoices were 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 anyone, but the person who enrolled the student and signed the waiver will be considered legally responsible for making payment due dates.



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, prorated or refund. Substitutions, including family members, are not permitted.
- 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 \$35 non-refundable deposit. If the receipt amount is \$35 or less, the refund will be half of the class fee. **No refunds are issued for registrations that are cancelled without 7 days advanced notice of the first class day.**
- Refunds are issued to the charging credit card, by check from the City of Austin (please allow 4 - 6 weeks for processing) 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 of the initial payment.
- A transfer requires a cancellation and re-registration into another camp. All procedures listed for cancellations apply to transfers.
- After the first month, 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 waiting 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 \$5 for the first 15 minutes past the end of class and \$5 for each 5 minute interval thereafter.
- Please help ensure the safety of your child by dropping off and picking up your child within program hours.
- Students may be dropped off no more than ten minutes before the start of class. If you arrive prior to this, you must wait with your child until the drop-off time when classrooms open.

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

FAX: 512-974-4039

Frequently Asked Questions

1. What type of activities will my child be doing?

The Dougherty Arts School provides a range of programming focused on art, theatre and media. Recreational activities are conducted during free time and breaks. [Page 5, Description](#)

2. If my child does not attend every day can my fee be prorated?

No. Attendance is the responsibility of the participant. Failure to attend a class does not entitle a participant to a transfer or a refund. Make-ups are not available and fees will not be prorated for absences. [Page 10, Attendance](#)

3. How should my child dress?

Wear comfortable clothing appropriate for art projects and movement: T-shirts, pants or shorts and sneakers work well.

[Page 6, Appropriate Dress](#)

4. Why do I need to sign my child out every day?

Safety is our first concern; therefore, we require that you sign your child out every day. [Page 5, Sign-Out](#)

5. Can you just give my child aspirin for a headache?

No. If your child needs to take any type of medication (prescribed or non-prescribed) a *Permission to Give Medication* form must be completed and signed by the parent or guardian. Medication must be provided by the parent or guardian. [Page 8, Medication Release/Standards](#)

6. Can a neighbor, friend, or relative pick up my child?

Each child must be signed out daily by a designated person on the child's waiver form. (photo ID required). Changes or additions to the waiver can only be made by contacting the Registration Office in person or at 512-974-4040.

[Page 5, Sign-Out](#)

7. If I'm in a hurry can you just send my child out to meet me at the curb?

No. Safety is our first concern; therefore, we require that you sign your child out every day. Children will not be allowed to run out to the vehicles. [Page 5, Sign-Out](#)

8. Why can't my child bring his/her hand held game?

The Dougherty is not responsible for lost, damaged or stolen property. Our instructors require your child's attention and items from home can be distracting to other students and the instructors. [Page 6, Personal Belongings](#)



A. Youth Waiver (please fully complete waiver with a pen):

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

Birthdate: _____

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

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

City: _____

Household Home Phone: (____) _____

Household Primary Name: _____ **Gender:** Male Female **Email:** _____

Birthdate: _____ **Provider:** _____ **Primary Work Phone:** (____) _____

Primary Cell Phone: (____) _____ **Secondary Work Phone:** (____) _____

Household Secondary Name: _____ **Gender:** Male Female **Email:** _____

Birthdate: _____ **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: _____ **State:** _____ **Zip:** _____

City: _____

Household Home Phone: (____) _____

Household Primary Name: _____ **Gender:** Male Female **Email:** _____

Birthdate: _____ **Provider:** _____ **Primary Work Phone:** (____) _____

Primary Cell Phone: (____) _____ **Secondary Work Phone:** (____) _____

Household Secondary Name: _____ **Gender:** Male Female **Email:** _____

Birthdate: _____ **Provider:** _____ **Secondary Work Phone:** (____) _____



Program Registration and Waiver Form
 Dougherty Arts School
 1110 Barton Springs Road
 Austin, Texas 78704
 Phone: 512-974-4040 Fax: 512-974-4039

E. Completion required by all participants.

Medical Care Information

- Any known allergies to food/drugs, insect stings, poison ivy/other plants, etc.? {Yes _____} {No _____} Please Specify: _____
- Any known existing illnesses? {Yes _____} {No _____} Please Specify: _____
- 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. The information you provide is used to fulfill your specific request. 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 512.974.3910. 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. 20110324-060. 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: _____