

Kids U 2020 Registration Guide



Thank you for your interest in Kids University! This document will help guide you through the registration process.

If you encounter any issues along the way, please call the Community & Recreation Center at 267-649-7200 or email us at kidsu@montgomerytwp.org

You may also come into the Community & Recreation Center during our operating hours if you need assistance registering.

****All steps will have to be repeated for each child.***

Step 1 – Do in advance!

- Registration will open online on March 1st at montcrc.com.
- If you do not yet have an account with us, please create one for yourself **and your child**
- If you have an existing account, ensure you can log in prior to March 1st and that all information is correct. Doing this step in advance will save valuable time when you go to register!

Step 2 - Registration for Kids University Weeks

- Log in to your account
- Click “Register”
- Click “Kids University 2020”
- Follow the prompts to register for the weeks for which you would like to register

- Full payment must be made at the time of registration. If you do not wish to register for field trips at this time, check out. If you would like to register for field trips, see step 3 before checking out and paying.
- Our refund policy can be found at the end of this document.

Step 3 – Field Trips

- Click “Register” again
- Click the Field Trip option for the appropriate age group.
- Add the field trips you wish to register for to your cart.
 - Your child must be registered for the full week of the field trip to be eligible to attend the field trip.
- Repeat for any Hatfield Pool Trips
- Guides with more details about field trips can be downloaded at montcrc.com
- Our refund policy can be found at the end of this document.

Step 4 – Medical Forms

- The required medical form is attached to this document.
- The medical form must be returned during one of the following dates in person at the Community & Recreation Center:
 - Last Name A-L: Wednesday May 27th or Thursday June 11th
 - Last Name M-Z: Thursday May 28th or Wednesday June 10th

Appendix A

Medication and Allergy Administration Permission Form

MEDICINE AUTHORIZATION

I hereby grant the Kids University Administrator/Director(s) the authority to carry and store medication (medication name) _____ and for my child _____ (child's name) to self-administer it as directed by the prescribing physician or according to written directions when needed.

The above-named child may possess and use _____ (medication name) by self-administration.

He/she has been instructed in its proper possession and use.

In granting this permission for Kids University to carry and store the above-named medication and for my child to self-medicate, I hereby absolve Montgomery Township and all of their respective agents, employees, parents, administrators, and affiliates thereof from any liability or legal responsibility for any condition that may arise from the administration or lack of administration of such medication.

Parent/Guardian Signature: _____

Date: _____

NOTE: A completed and signed copy of this form must be given to a Kids University Administrator/Director(s) no later than the first day of the program or on the first day that the child brings the medication.

Epi-pen ADMINISTRATION AUTHORIZATION

I give permission to allow the administration of epinephrine by auto-injection (Epi-pen) by the Kids University staff who have been properly trained in its use, to my child _____ (child's name) in the event of an emergency. I hereby absolve Montgomery Township and all of their respective agents, employees, parents, administrators, and affiliates thereof from any liability or legal responsibility for any condition that may arise from the administration or lack of administration of such medication.

Parent/Guardian Signature: _____

Date: _____

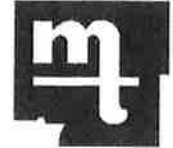
NOTE: A completed and signed copy of this form must be given to a Kids University Director(s) no later than the first day of the program or on the first day that the child brings the medication.



Montgomery Township Community & Recreation Center

1030 Horsham Road, Montgomeryville, PA 18936

267-649-7200 www.montcrc.com



Kids University Certification of Medical Fitness and Vaccination Status

Montgomery Township is committed to providing a healthy, safe and affordable recreational experience to residents and their guests. Due to resident concerns and to safeguard program participants, Montgomery Township must request confirmation from all program participants that they are medically fit to participate and that they meet minimum public health vaccination standards.

Please have the participant's physician complete the information below. Current (within one year) medical/vaccination certification forms obtained for school or day care purposes will also be accepted in place of this form.

TO BE COMPLETED BY PARENT:

Name of Participant (Print): _____ will be taking part in a Kids University summer camp program to include the following physical activities:

(Provide examples of activities or attach a program description):

TO BE COMPLETED BY PHYSICIAN:

By affixing my signature below, I certify that based on my examination of the participant:

Check all that apply:

He/she is physically able to participate in the activity without requiring accommodations

He/she is physically able to participant in the activity but requires the following accommodations:
(please specify): _____

He/she is up-to-date with vaccinations required under Title 28 Pa. Code§ 23.82 (School Vaccinations) and/or Title 28 Pa. Code §27.77 (Childcare Vaccinations).

Ref: <http://www.pacode.com/secure/data/028/chapter23/subchapCtoc.html>
<http://www.pacode.com/secure/data/028/chapter27/s27.77.html>

He/she is medically exempt from vaccinations as per Title 28 Pa. Code§ 23.84 (a)

Parents/guardians are claiming exemption from vaccination on religious grounds per Title 28 Pa. Code § 23.84 (b)

Certification:

Physician Name (Print): _____

Physician Signature: _____

Name and Address of Practice: _____

****FORM MUST BE RECEIVED NO LATER THAN JUNE 19, 2020. CHILD MAY NOT ATTEND CAMP UNTIL THIS FORM HAS BEEN RETURNED TO THE RECREATION OFFICE.****

Appendix B

Montgomery Township - Recreation Refund Policy (Revised May 26, 2014)

The following is Montgomery Township's policy on refunds for recreational activities and programs. Please read thoroughly before registering for a program. A registrant's **written request** will initiate the refund process. Allow 3-4 weeks for a refund check to be processed. No refunds will be issued in cash or to a credit card.

General Refund Policy

- Registrants will receive a full refund if, for any reason, the program is cancelled by Montgomery Township.
- Registrants withdrawing a minimum of ten business days *prior to* the start of a program will receive a full refund, less a \$10 processing fee.
- Within ten business days of the start of a program or after the start of a program, a pro-rated Township credit may apply, however, refunds will not be given, except for certified medical reasons; see **Pro-rated Township Credit** and **Exception** below.
- If a registrant's withdrawal results in the class not meeting the minimum number of participants, a refund or pro-rated credit will not be issued to that registrant.
- Refunds or pro-rated credits will not be given for seasonal discount tickets (theme parks, ski tickets, etc.).

Pro-Rated Township Credit (towards future programs)

- Registrants withdrawing less than ten business days prior to the start of a program or after attendance to the first class will be issued a pro-rated credit toward a future program. No processing fee will be charged for credits.

Credit Card Refund Policy

- **No refunds will be issued back to a credit card. Any approved refunds from a credit card payment will be issued in accordance with our policies and in the form of a Township check.**
- **Any fees incurred with the use of a credit card are non-refundable.**

Exception – Medical Reasons

- Credit or refund requests submitted after the second class attendance and beyond are not issued, unless written documentation of a medical reason related to the registrant only, is received. The refund request must be accompanied by a physician's note certifying the absence.

Kids University Program Refund Policy

A **full refund** will be issued for any cancellation requests received up to two weeks prior to the first day of the program, minus a \$10 processing fee.

Cancellation requests received within the two-week period prior to the first day of the program and up to the start of the program will be issued a **50% refund**.

No refunds will be given after the start of the program.

Montgomery Township reserves the right to render all final decisions regarding any credit or refund requests.

Kids University Field Trip and Swim Trip Refund Policy (Revised 2/27/2020)

A **full refund** will be issued for any cancellation requests received **by 6:00pm on the Friday before** the field or swim trip. *Requests must be made in writing.* It is best to email this to kidsu@montgomerytp.org

No refunds will be given the week of the field trip or swim trip if the camper does not attend the trip.

Montgomery Township reserves the right to render all final decisions regarding any credit or refund requests.

Kids University 2020

Registration Opens March 1st at montcrc.com!

| Weeks | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------------------|---|---|---|--|--|
| | Monday | Theme Days | Hatfield Pool Trips (All Ages) | Trips for Grades 1-3 | Trips for Grades 4-7 |
| Week 1 6/22 - 6/26 | Guest Visitors Kona Ice  |  22 |  24 |  25 |  26 |
| Week 2 6/29-7/3 |  |  29 |  1 |  2 |  3 |
| Week 3 7/6 - 7/10 |  |  7 |  8 |  9 |  10 |
| Week 4 7/13-7/17 |  |  14 |  15 |  16 |  17 |
| Week 5 7/20 - 7/24 |  |  21 |  22 |  23 |  24 |
| Week 6 7/27 - 7/31 |  |  28 |  29 |  30 |  31 |
| Week 7 8/3 - 8/7 |  |  4 |  5 |  6 |  7 |
| Week 8 8/10 - 8/14 |  |  10 |  12 |  13 |  14 |

*Calendar is subject to change as we continue to plan our exciting summer - Stay tuned for additional details!

*Please note the Week 8 schedule is slightly different from other weeks. The full camp trip will be Tuesday, and the Carnival will be Friday.

Questions? Contact Derek Muller at 267-649-7208 or dmuller@montgomerytp.org