

# Douglas County Parks & Recreation

## Youth Program & Activity Registration Packet



**Valid for the 2023/2024 School Year and Summer 2024**



# Douglas County Parks & Recreation Department

## Outdoor Adventure Challenge

### Policies & Expectations

#### Outdoor Adventure Challenge

Douglas County Recreation offers a variety of trips throughout the year. Trips are appropriate for the beginner to intermediate level outdoors person and are easy to moderate in physical demand.

#### Who May Attend

- Youth entering into 6<sup>th</sup> – 12<sup>th</sup> Grades in the 23/24 SY may participate in Outdoor Adventure Challenge (OAC).

#### Program Hours

- OAC – times vary depending on trip and location.

#### Cost

- Fees are due at the time of registration.
- All participants must be registered and fees paid before attending.
- The program fees are available at the Community Center or online at <https://communityservices.douglascountynv.gov/recreation>

#### Locations

- Location varies by activity but trips are generally in Douglas County or the Carson City area.

#### Credits / Refunds

- Once a child has attended OAC refunds will not be given.
- ***Prior notice is required if you need to cancel a day. You must cancel by 12:00 p.m. the day prior in order to receive credit/refund for the day. A cancellation fee of \$5.00 per child/per date will be charged for all cancellations. You may receive a credit on your account, if paid by credit card, fees may be credited back to the card, or you may receive a refund in the mail. If you request a refund check in the mail, an additional \$5.00 processing fee will be charged. If you prefer, fees may be placed on account to be used for a future purchase.***
- ***Prior notice and available space is required to transfer to a different outing. You must transfer by 12:00 p.m. the day prior. A transfer fee of \$5.00 per child/per date will be charged for all transfers.***
- ***If notice is given after 12:00 p.m. the day prior: no refund or transfer will be given unless a doctor's note is provided.***

#### What to Bring

- Bring a sack lunch and snacks every day. (Unless snacks/meals are provided)
- Bring a water bottle and sunscreen every day.
- Closed toe shoes – for your child's safety.

#### What NOT to Bring

- Apple Watches, iPads, iPods, hand held video games or other electronics
- Lunches that need to be heated or cooked
- Gum

### Cell Phones

Just as Recreation Staff are required to turn-off and put away their cell phones during work hours, OAC participants will be required to put their cell phones away. The OAC staff will provide a phone number in the case of emergency or you may call the Douglas County Community & Senior Center at (775) 782-5500 ext. 1.

### ★ Unless otherwise noted, the following policies apply to all Recreation Youth Programs:

#### Registration Packet

- A current, completed and signed Registration Packet is required each new school year and is valid through the following summer.
- Registration Packets may be found online or picked up at the Douglas County Community Center.
- Registration packets may be updated throughout the year with a parents dated initials. For example: if the family has moved or a new emergency contact is added.

#### Program Registration

- Spaces are limited and are filled on a first-come first-served basis for each program.
- Pre-registration and payment is required prior to attendance for all Recreation Programs.
- Drop-Ins are not allowed.
- Payment must be made in full in order to assure your child's enrollment and participation in Recreation programs.

#### Waitlists

- If a program is full, a waitlist may be created to which your child may be added.
- You will not be charged an enrollment fee if your child is added to a waitlist.
- Participation in a program is not guaranteed by being added to a waitlist.

#### Payment

Payment must be made in full to enroll and participate in a Recreation Program. You may pay

**In person:** Douglas County Community & Senior Center  
1329 Waterloo Lane, Gardnerville, Nevada 89410

**Or charge by phone:** Registrations may be charged over the phone with a Visa, MasterCard or Discover card. Call (775) 782-5500 ext 1

*^ Please Note: There is a 2.5% credit card processing fee. All payments must be processed through the Community Center. Outdoor Adventure Challenge staff may NOT accept payment on site.*

#### Medication

- If your child is required to take medication during Recreation program hours, please complete the Medication Authorization Form enclosed in the packet or available at the program location.
- All medication must be sent in the original labeled container.
- All medication must be turned in to staff for proper storage and safety. It can be taken home each day, or left for the duration of the program at the discretion of the parent/guardian.

#### Discipline

- It is the goal of the Douglas County Parks and Recreation Department to provide a supportive environment in which children can grow and develop. Positive child guidance management methods are used in this program.

### **Discipline (continued)**

- The Outdoor Adventure Challenge Code of Conduct is a contract between the participant and the program. If a youth abuses the rules or requires constant attention from staff, the youth will be given a verbal warning.
- If a youth still misbehaves, a Disciplinary Action Form will be completed and the parent will be notified of the incident.
- If two (2) Disciplinary Action Forms are given within one session of camp, the youth will be suspended from Outdoor Adventure Challenge for up to one (1) week at the discretion of the Recreation Division.
- Disciplinary Action Forms are carried over from Outdoor Adventure Challenge and other Recreation Department sponsored activities.
- Refunds will not be issued in the event of suspension or expulsion.
- *Any actions which endanger other youth or staff, or compromise the quality of our program including but not limited to: fighting, stealing, destruction of property, running away, inappropriate touching or language, may result in an immediate call to the parents and possible suspension and/or expulsion from Outdoor Adventure Challenge.*

### **Personal Belongings**

- Recreation programs will provide a place for participants to place their backpacks, coats, etc.
- To help keep track of your youth's items, we ask that you label your youth's belongings.
- Recreation staff is not responsible for your youths belongings.

For more information, please call the Douglas County Community Center at (775) 782-5500 ext. 1



# Douglas County Parks & Recreation Department Program & Activity Registration Form

Valid for Summer 2024

**DCCSC Use ONLY:**

Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_

Start Date: \_\_\_\_\_  Unknown

This enrollment packet may be used for the following Recreation Programs/Activities:

**Outdoor Adventure Challenge.**

Please read, initial and sign **all sections** related to all programs regardless of original enrollment.

Parent/Guardian Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Address City State Zip Code

<u>Child's Name</u>	<u>Grade</u>	<u>Age</u>	<u>Date of Birth</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

School Attending:

CVMS  Pau Wa Lu  DHS

Other \_\_\_\_\_

Swimming Experience:  Non-swimmer  Beginner  Intermediate  Advanced

Parent/Guardian's Information:

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Emergency Contacts:

*Please list them in the order you would like us to contact them in case we cannot reach you.*

<u>Name</u>	<u>Relation</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ALERTS: Allergies / Accommodations / Notes (for parent or staff use)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Update: #1 Initial \_\_\_\_\_ Date \_\_\_\_\_ #2 Initial \_\_\_\_\_ Date \_\_\_\_\_ #3 Initial \_\_\_\_\_ Date \_\_\_\_\_

# **RELEASE FORM AND CONSENT TO TREAT**

NAME OF PARENT/GUARDIAN \_\_\_\_\_

EMAIL \_\_\_\_\_

CELL PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

HOME PHONE \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_ Date of Birth \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_ Date of Birth \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_ Date of Birth \_\_\_\_\_

## **AGREEMENT, WAIVER AND RELEASE**

In consideration for being permitted by Douglas County to participate in the above activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death or property damage which I may have, or which may hereafter accrue to me, as a result of participation in the activity. This release is intended to discharge in advance the County (its officers, employees, and agents) from any and all liability arising out of or connected in any way with my participation in the activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above person or entities free and harmless from any loss, liability, damage, cost or expense which they may incur as the result of my death or any injury or property damage that I may sustain while participating in the activity.

## **PARENTAL CONSENT**

I hereby consent that my son/daughter(s) \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, participate in the above activity, and I execute the above Agreement, Waiver and Release on his/her behalf. I state that the minor is physically able to participate in the activity. I hereby agree to indemnify and hold the persons and entities mentioned above free and harmless from any loss, liability, damage, cost or expense which they may incur as a result of the death or injury or property damage that the minor may sustain while participating in the activity.

I HAVE CAREFULLY READ THE AGREEMENT, WAIVER AND RELEASE SET FORTH ON THIS PAGE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE COUNTY AND I SIGN IT OF MY OWN FREE WILL.

Signature \_\_\_\_\_ Date \_\_\_\_\_

In case of emergency and no one can be reached at the above address and telephone, please notify:

Name: \_\_\_\_\_ Phone \_\_\_\_\_

## **CONSENT TO TREATMENT OF MINOR**

In the event of sudden illness, accident, or injury which may occur while the minor is engaged in an activity supervised by Douglas County Parks & Recreation and their representatives, agents or assignees, when neither parents, guardian or designated family physician can be contacted, I hereby give consent for emergency treatment as shall be necessary under the circumstances by any physician licensed under the Laws of the State of Nevada.

I UNDERSTAND THAT THE DOUGLAS COUNTY PARKS & RECREATION DEPARTMENT DOES NOT PROVIDE MEDICAL INSURANCE ON THIS ACTIVITY AND WILL ADHERE TO ALL OF ITS RULES AND POLICIES.

Signature \_\_\_\_\_ Date \_\_\_\_\_

FAMILY PHYSICIAN \_\_\_\_\_ Phone \_\_\_\_\_

Medical Insurance Carrier \_\_\_\_\_



**DOUGLAS COUNTY PARKS & RECREATION DEPARTMENT**

**Program & Activity Participant Additional Information**

**Child(ren)s Names:** \_\_\_\_\_

1. Does your child have an IEP or any condition that might require adaptations for activities?  
 Yes  No Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Is your child subject to any conditions which might limit recreational activities?  
 Yes  No Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Does your child require ambulatory assistance?  
 Yes  No Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Does your child have any dietary/eating concerns or allergies we should be aware of?  
 Yes  No Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Does your child take medication? (If yes, please complete the Medication Authorization form below)  
 Yes  No Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Please give us any further information, which you believe will be helpful to staff in understanding and caring for your child: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please give medication:**

**For \_\_\_\_\_ (#) of days**

**Amount: \_\_\_\_\_**

**At \_\_\_\_\_ time of day**

**Is refrigeration necessary?**  
 YES  NO

# Douglas County Parks & Recreation Department

## Discipline Policy

The following are discipline steps taken when and if required. The Douglas County Parks & Recreation Department (DCPR) Program & Activity Code of Conduct is a contract between the participant, parents and DCPR programs.

- a. If a participant abuses the rules or requires constant attention from staff, the participant will be given a verbal warning.
- b. If the participant continues to misbehave, Disciplinary Action Form will be completed and the parent/guardian will be notified of the incident and asked to sign the form.

The parent/guardian's signature on the Disciplinary Action Form is to inform you of the situation and the consequences of any further incidents.

1 <sup>st</sup> Disciplinary Action Form	Is a write-up and talk with parent.
2 <sup>nd</sup> Disciplinary Action Form	Is a write-up and talk with parent.
3 <sup>rd</sup> Disciplinary Action Form	Will result in suspension from the Recreation Programs and Activities at the discretion of the Recreation Department.

Any additional Disciplinary Action Forms will result in additional suspension or expulsion for up to one calendar year from DCPR programs at the discretion of the Recreation Department.

***Any actions which endanger other participants or staff or compromise the quality of our program including but not limited to: fighting, stealing, destruction of property, running away, inappropriate touching or language, may result in an immediate call to the parents and possible suspension and/or expulsion from DCPR programs and activities regardless of how many Disciplinary Action Forms are on file.***

**PLEASE NOTE:** Disciplinary Action Forms carry over to all DCPR sponsored Programs and Activities for one full year.

**PARENTS (read and sign):** It is the goal of the Douglas County Parks & Recreation Department to provide a supportive environment in which youth can grow and develop. Positive youth guidance management methods are used in our programs. The Douglas County Parks & Recreation Department asks that parents/guardians support and abide by the Discipline Policies set forth by the department including any disciplinary actions implemented. If you have a disagreement with a disciplinary action taken or regarding any other concerns, we ask that you discuss your concerns with the leader in charge, away from the program in a calm and professional manner. Any abusive language or threatening comments directed at Douglas County staff or its participants may result in your child being removed from DCPR programs.

Parents/Guardian signature

Date

## Program & Activity Code of Conduct

As a DCPR Program Participant I, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ agree to the following rules: **Printed name of child(ren)**

- ★ I will have Fun    ★ I will be Safe    ★ I will be Respectful & Responsible    ★ I will be Kind  
***If I do not follow these rules, I agree to the consequences listed above.***

Child's Signature: \_\_\_\_\_ Child's Signature: \_\_\_\_\_

Child's Signature: \_\_\_\_\_ **Parents/Guardians Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Photo Advertising Release Form

From time to time the Douglas County Parks & Recreation Department (DCPR) may desire to use a picture of your child captured during Outdoor Adventure Challenge and other DCPR programs. These pictures will be used for promotional purposes including press releases, brochures, flyers and web postings. Please complete the photo advertising release form if you give permission for use of such photos.

I hereby authorize the Douglas County Parks & Recreation Department (DCPR) to use my child's photograph for promotional purposes for press release, brochures, flyers and/or any other publication. I acknowledge that only DCPR is authorized to use the image(s). I am not giving my authorization for use of any image by any other individual or organization. I understand that I may revoke this authorization at any time, except to the extent that action based on this authorization has already been taken. I hereby release DCPR and its officers from any legal responsibility or liability for disclosure of the images.

**Printed name of person(s) whose image is being used:** \_\_\_\_\_

**Printed name of parent/guardian**

**Signature**

**Date**

# Douglas County Parks & Recreation Department - Program and Activity Policies

## Registration Policy

- Pre-registration is required for Outdoor Adventure Challenge (OAC). Drop-ins are not allowed.
- Spaces are limited and filled in a first-come, first-served basis for each program. If program is full, a wait list may be created and filled as space becomes available. Addition to a wait list does not guarantee participation in a DCPR program.
- Fees for Recreation programs are determined by the program. For more information, please call 775-782-5500 ext. 1

## OAC Payment Policy

Under no circumstances will drop-ins be allowed.

### Payment:

- Payments are due, in full, at time of registration.
- Spaces are limited and will be filled in a first-come first-served basis.

### Payment may be made by phone once a registration packet is received at:

Douglas County Community & Senior Center  
1329 Waterloo Lane, Gardnerville, Nevada 89410  
(775)782-5500 ext. 1

### Credits / Refunds:

- **Prior notice is required if you need to cancel. You need to cancel by 12:00 p.m. the day prior to the trip in order to receive credit/refund. A cancellation fee of \$5.00 per child/per date will be charged for all cancellations.** Refunds will be returned to the card on record if possible. If a refund check is required, an additional \$5.00 processing fee will be charged.
- **Prior notice is required if you transfer a trip to another date. You need to transfer by 12:00 p.m. the day prior. A transfer fee of \$5.00 per child/per date will be charged for all transfers.**
- **If notice is given after 12:00 p.m. the day prior: no refund or transfer will be given unless a doctor's note is provided.**

\_\_\_\_\_ (initials) I have read and acknowledge the Payment Policies for Outdoor Adventure Challenge.

- I have read, acknowledge and understand all of the above policies and agree to follow them.
- I have received, read and agree to follow the polices as listed in the Parent Information Packet for DCPR Youth Programs.

Participant Name(s): \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**