

**Chatham Parks & Recreation**  
Chatham Community Center  
702 Main Street  
Chatham, MA 02633  
Telephone (508) 945-5175  
Fax (508) 945-5159  
[www.chathamcommunitycenter.com](http://www.chathamcommunitycenter.com)

**PARK Afterschool Program**  
Positive Afterschool Recreation for Kids  
2025-2026 Registration Form

**PLEASE NOTE:** These forms must be completed and returned to the PARK Afterschool Program **BEFORE** your child is permitted to enroll. Please complete one set of forms for each child enrolled in the PARK Afterschool Program.

**Child Information**

Date of Admission: \_\_\_\_\_

Child's Full Name: \_\_\_\_\_  
Preferred Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Age at Admission: \_\_\_\_\_  
Gender: \_\_\_\_\_  
Primary Language: \_\_\_\_\_

Identifying Information
Skin Color: _____
Hair Color: _____
Eye Color: _____
Height : _____
Weight: _____
Identifying Marks: _____

Residential Address: \_\_\_\_\_  
(house / apt. number & street)  
\_\_\_\_\_  
(Town) (State) (Zip)

Mailing Address: \_\_\_\_\_  
(house / apt. number & street or P.O. Box #)  
\_\_\_\_\_  
(Town) (State) (Zip)

Please attach a recent  
PHOTO  
of your child

**Medical Information**

Child's Physician: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel. Number: \_\_\_\_\_

Are there any allergies, special diets, medications or health issues that we should know about? If so, please list below.

Does your child have an individual health plan for a chronic condition? If so, please identify below and attach a copy of said plan to this application.

Any special needs or limitations: (ie physical therapy, an IEP, 504 Plan, occupational therapy)

**School Information**

Current School: \_\_\_\_\_ School Tel. Number: \_\_\_\_\_  
School Address: \_\_\_\_\_

I certify that documentation of physical examination and immunizations in accordance with public school health requirements and lead poisoning screening in accordance with public health requirements are on file at my child's school.

**Parent/Guardian initials:** \_\_\_\_\_

**Legal Concerns**

Are there any custody agreements, court orders or restraining orders in existence that are pertinent to this child? If so, please elaborate below and attach a copy of said document to this application.

**Homework at the PARK Program**

Please indicate how much time you would like your child to devote to homework during the PARK Afterschool Program each day, however, please know the homework room will always be available to those who would like to use it.

- \_\_\_\_\_ my child may elect to do homework
- \_\_\_\_\_ my child should have required homework time each day
- \_\_\_\_\_ my child will likely need tutorial help

**Parent/Guardian Information**

Please duplicate Parent/Guardian Information as needed

Parent/Guardian #1 Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(House/Apt. # & Street) (Town) (State) (Zip)

Mailing Address: \_\_\_\_\_  
(House/Apt. # & Street) (Town) (State) (Zip)

Telephone Numbers: cell: \_\_\_\_\_ home: \_\_\_\_\_

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

Work Information: Name of business: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Work address: \_\_\_\_\_

Days/week & hours at work: \_\_\_\_\_

Parent/Guardian #2 Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(House/Apt. # & Street) (Town) (State) (Zip)

Mailing Address: \_\_\_\_\_  
(House/Apt. # & Street) (Town) (State) (Zip)

Telephone Numbers: cell: \_\_\_\_\_ home: \_\_\_\_\_

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

Work Information: Name of business: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Work address: \_\_\_\_\_

Days/week & hours at work: \_\_\_\_\_

**First Aid and Emergency Medical Care Consent Form**

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

I authorize the PARK Afterschool Program staff members who are trained in the basics of first aid/CPR to give my child first aid/CPR when appropriate.

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the PARK Afterschool Program staff to transport my child to the nearest medical care facility to secure necessary medical treatment for my child, or to call 911 for the nearest emergency rescue service to provide transport to the nearest medical care facility as necessary.

Parent/Guardian Name: _____	reachable phone number: _____
Parent/Guardian Name: _____	reachable phone number: _____
Health Insurance Provider: _____	Policy #: _____

**Emergency Contacts** (Please list in priority order who should be contacted in the event the parent(s)/Guardian(s) cannot be reached)

Name: \_\_\_\_\_ Relationship to child/family: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Is this person permitted to pick your child up from this program due to illness or at the end of the day? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child/family: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Is this person permitted to pick your child up from this program due to illness or at the end of the day? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child/family: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Is this person permitted to pick your child up from this program due to illness or at the end of the day? Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Transportation Plan**

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Please describe how your child will arrive and depart from the Chatham Community Center for the PARK Afterschool Program.

**My child will arrive at the program by:**

- \_\_\_\_\_ school bus drop off
- \_\_\_\_\_ parent drop off
- \_\_\_\_\_ unsupervised walk
- \_\_\_\_\_ unsupervised bicycle ride
- \_\_\_\_\_ supervised walk by: \_\_\_\_\_
- \_\_\_\_\_ other, please specify: \_\_\_\_\_

**My child will depart from the program by:**

- \_\_\_\_\_ late bus drop off if provided by MRSD
- \_\_\_\_\_ parent pick up
- \_\_\_\_\_ unsupervised walk
- \_\_\_\_\_ unsupervised bicycle ride
- \_\_\_\_\_ supervised walk by: \_\_\_\_\_
- \_\_\_\_\_ other, please specify: \_\_\_\_\_

I give permission for my child to be released from the PARK Afterschool Program at the end of the afternoon as stated above, and/or I give my permission to the following people to receive my child at the end of the program:

Name: \_\_\_\_\_ Relationship to child/family: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child/family: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child/family: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Consent for Child to leave PARK Afterschool Program to attend other Activities** (child must be age 9 or older)

If your child will leave the PARK Afterschool Program by himself/herself to attend other activities, please complete the following section:

I, \_\_\_\_\_, authorize my child, \_\_\_\_\_, to leave the PARK  
Parent/Guardian's Name Child's Name

Afterschool Program while it is still in session. This permission is in effect from \_\_\_\_\_ to \_\_\_\_\_  
Date Date

Activity	Location of Activity	Method of Transportation	Leave Time	Return Time	Restrictions

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I understand the PARK Afterschool Program has the right to rescind the privilege of leaving the program during operating hours if my child's behavior warrants the limitation of if she/he does not honor the Child Contract for Leaving PARK Afterschool Program on the following page.

**Child's Contract for Leaving PARK Afterschool Program**

I, \_\_\_\_\_, understand the permission I have received to leave the PARK Afterschool  
Child's Name by child

Program to attend another activity is a privilege granted to me. This privilege is based on my parent's/guardian's and the PARK program staff's expectations of my ability to be responsible for my safety and well being while I am away from the program. By signing this contract, I agree to the following:

- I will always check in with a staff person before I leave the program.
- I will only go to destinations agreed to by my parent(s)/guardian(s) and will inform the staff of my destination each time I leave the program.
- I will behave in a safe and courteous manner while I am away from the program.
- If I will be returning to the PARK Afterschool Program, I will return at or before the time designated by my parent/guardian to the PARK Staff. If I am going to be returning late, I will call the PARK Afterschool Program and inform staff of when I will be returning and why I am late.
- I will abide by all restrictions listed by my parent(s)/guardian(s) on the authorization and Consent Form to leave the PARK program.

Further, I understand that if I do not abide by the agreements listed above, both my parent(s)/guardian(s) and/or the PARK Afterschool Program staff, as a consequence of my behavior, may take away my privilege to leave the PARK program for a time period deemed appropriate by them.

X \_\_\_\_\_  
Child's signature date

X \_\_\_\_\_  
Parent/Guardian's signature date

X \_\_\_\_\_  
PARK Staff signature date

**PARK Afterschool Program Waiver**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

By completing the PARK Afterschool Program Enrollment and Registration Forms, and by signing this permission form for my child to participate in the PARK Afterschool Program, I agree to the following conditions:

I understand the PARK Afterschool Program has the right to suspend or expel my child from the program if, at any time, my child's participation jeopardizes the safety (emotional or physical) of other participants, staff or volunteers.

All fees collected by the PARK Afterschool Program are NON-REFUNDABLE.

The PARK Afterschool Program is not responsible for my child prior to the designated start time of the PARK program, nor after the designated pick-up time for the PARK Afterschool Program. In addition, the Chatham Community Center will not assume this responsibility either.

I agree to have my child picked up immediately in the event of being summoned by staff for reasons including, but not limited to, emotional or behavioral issues, illness or injury.

I give permission for my child to receive medical treatment in the event of injury or medical need while participating in this program;

In consideration of your accepting my entry, I, the undersigned parent/guardian of the minor child named above, intending to be legally bound do hereby for myself, my heirs, executors and administrators, waive and release forever any and all rights and claims or damages I may accrue against the Town of Chatham, its contractors, instructors, aides, their successors, representatives and assigns, for any and all injuries suffered as a result of traveling to and from and while participating in the PARK Afterschool Program. In the absence of a parent/guardian signature below, payment of fees and participation in the program shall constitute acceptance of the conditions set forth in the waiver.

I agree pictures taken during program hours may be used for future promotional purposes.

Parent/Guardian Signature: X \_\_\_\_\_

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

Date: \_\_\_\_\_



# Chatham Recreation PARK Program

## Late Pick-Up Policy & Fee

To ensure the safety of all children and respect the time of our staff, Chatham Recreation has established the following **Late Pick-Up Policy** for our PARK Program.

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### Program End Time

The Chatham Recreation PARK Program ends promptly at **5:30pm** each day.

### Grace Period

A **10-minute grace period** is allowed after the program ends (until **5:40pm**) to accommodate occasional delays.

### Late Pick-Up Fees

If a child is not picked up by the end of the grace period:

- **\$15 flat fee** for the first 15 minutes after the grace period
- **\$1 per minute** for each additional minute thereafter

Fees are assessed per child and must be paid in full before your child returns to the program.

### Chronic Late Pick-Up Policy

Three or more late pick-ups may result in:

- A meeting with the program director
- Temporary suspension or permanent removal from the program (without refund)

### Emergency Procedure

If a child has not been picked up **30 minutes after program end time** and no communication has been received, staff will:

- Contact parents/guardians and emergency contacts listed on file
- If still unsuccessful, notify the **Chatham Police Department**

### Contact in Case of Delay

If you anticipate being late, please call us as soon as possible at **508-945-5159**

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**Parent Acknowledgment & Agreement Form**

I, the undersigned, acknowledge that I have received, read, and understand the **Chatham Recreation PARK Program Late Pick-Up Policy & Fee**. I agree to comply with the policy and understand the consequences of repeated late pick-ups.

I understand that:

- The program ends at **5:30pm** with a 10-minute grace period.
- Fees will be charged for late pick-ups.
- Repeated violations may result in dismissal from the program.
- Staff will take appropriate emergency action if a child is not picked up in a timely manner.

**Child(ren)'s Name(s):**

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**Parent/Guardian Name (Print):**

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**Signature:**

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**Date:**

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**Best Contact Number:**

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Please return this signed form to the program office. A copy will be kept on file.