



Parent Manual

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Program Philosophy

The Link is a recreation-based inclusive before and after school program providing participants ages K-6th grade with opportunities to engage healthy lifestyle choices through a variety of fun and exciting activities, develop socialization skills and share new experiences with friends in a safe, friendly and structured environment. Program structure will include a basic weekly schedule and incorporate a variety of choices including: physical activities, active/passive games, team building, arts & crafts, daily homework time and a healthy snack. Enrichment opportunities in areas such as nature, fitness, health, science, and cultural arts will also be incorporated throughout the year.

Schedule

Before School	After School
6:30-7:45am Arrival Breakfast	2:55pm Pick-up
6:30-7:30am Table games/Activities	3:15-3:45pm Snack
7:30am Clean up, Bathroom break, Board Bus	3:45-4:00pm Free Play
7:45am Bus Departs	4:00-4:30pm Homework/Quiet Time
	4:30-6:30pm Activities/ Crafts/ Large motor*

- The After School program will go outside, weather permitting.
- Activities are subject to change and may vary at the discretion of the program staff.

Contact Information

Downers Grove Park District

Lincoln Center
 935 Maple Ave.
 Downers Grove, IL 60515
 P: 630-963-1300
 F: 630-963-5884

The Link Site Contact
 Cell Phone: 630-742-3820
 M-F 6:00-9:00am, 2:00-6:45pm
 Email: thelink@dgparks.org

Registration Hours: 8:30am-7:00pm M-F
 8:30am-1:00pm Sa

Questions, Comments & Concerns

The staff is here for you and is more than willing to help with any concerns that may arise. If you have a question about the program please start with the Site Coordinator. If there are questions about administrative procedures, or billing please contact the Recreation Supervisor or Recreation Specialist.

Colleen McGavock
 Recreation Supervisor
 630-960-4477
cmcgavock@dgparks.org

Sara Cunningham
 Recreation Specialist
 630-960-4281
scunningham@dgparks.org



Registration Policy & Procedure

It is our goal to safely accommodate as many families as possible. The Downers Grove Park District reserves the right to adjust locations based on availability of space, staff and enrollment in order to maintain the safety, structure and integrity of the program as a whole.

- All registrations must be accompanied by \$50 deposit and proper registration forms.
- Special needs accommodations can be made to assist your child. Please notify us as soon as possible to arrange for appropriate accommodations.
- Registration is accepted on a first come first served basis. If the program is full, a waitlist will be started. If a spot becomes available, parents/guardians will be notified and will have 48 hours to confirm and arrange payment and start date. If we do not receive a response, the spot will be given to the next participant on the waitlist.
- To remain enrolled in the program parents/guardians must remain in good financial standing with the Downers Grove Park District.

Tuition and Payment Options

Options	AM ONLY (6:30-8:20am)	PM ONLY (2:55-6:30pm)	AM & PM
3 Day	\$98/month	\$188/month	\$263/month
4 Day	\$119/month	\$232/month	\$330/month
5 Day	\$129/month	\$273/month	\$381/month

Fees are divided into 9 equal monthly payments. Payment 1 is deducted at the time of registration for new families and for returning families May 15. Payments must be made by credit card or debit card.

Automatic Deduction Dates

September 17	January 15
October 15	February 15
November 15	March 15
December 17	April 15

*Payment is deducted on the 15 of each month. If the 15 falls on a weekend or district holiday, payment will be deducted the following business day.



By registering your child for the Link, you agree that you are responsible for the payment of all program fees and costs set forth in the program payment schedule. If you have questions regarding your payment or need to update your card on file please call the Lincoln Center. It is the parent/guardians responsibility to ensure card information is up to date. Absolutely no payments or money will be taken by staff on location; the staff does not have information regarding your account.

Late Fees: Late fees will be charged at \$5.00 per day if the payment is received after the due date. The Park District will not allow participation in the program until fees are current, and all payments are received.



School Calendar

First Day of The Link: Thursday, August 23

No School Days	1/2 Days of School
2018	2018
M Sep 3	Th Sep 20
M Oct 8	
Tu Oct 9	
M-F Nov 19-23	2019
M Nov 26	Th May 9
M-F Dec 24-28	
M Dec 31	
2019	
Tu-F Jan 1-4	
F Jan 18	
M Jan 21	
M Feb 18	
F Mar 1	
M-F Mar 25-29	
F Apr 19	

Half Days and School's Out Trips

Half Days: The Link will operate as normal on these days. Participants will be picked up from their individual schools at the appropriate pick-up time.

School's Out Trips: The program will not run on scheduled days off. However, the Downers Grove Park District provides School's Out Trips and seasonal Break Trips. Check out our seasonal guide or visit dgparks.org for more information.

Program Hours and Emergency Closings

Before School Program M-F 6:30-8:20am **After School Program M-F 2:55-6:30pm**

If the School District needs to cancel school for any reason, there will be no Link Before or After school program. The Link Before and After School Program will be available from the first full day of school until the last full day of school. Emergency closing days will not be made up and no refunds will be given.

Vacations, Extended Absence and Sick Days

The Park District does not offer refunds or proration's for participants who miss due to vacations, extended absences, or sick days. If you are planning a vacation or extended absence, you will be required to continue to make monthly payments in order for your child to stay enrolled in the program. If you choose to discontinue payments, your child's enrollment will be forfeited and your child will be added to the waitlist until a spot becomes available.



Drop Off Policy

Drop off takes place at the Lincoln Center in The Link program area which can be accessed through entrance # 10 next to the main entrance. Although Link Staff may arrive at the site prior to the program start time, they are not permitted to accept participants before 6:30am. All participants must be accompanied by a parent or authorized adult and must physically sign their child(ren) in on the Sign In/Out form each day.

Pick Up Policy

Participants must be signed out by a parent or authorized adult. Children will not be released to an individual whose name does not appear on their Emergency and Release form and under no circumstances is a child to leave the program unescorted. When staff is unfamiliar with a parent/guardian they will ask to see picture identification. If someone is picking up your child who is not on the list and it is a one-time occurrence, you must send a letter authorizing the individual. This must be submitted prior to pick-up. If at any time you would like to add someone to the Authorized Pick Up list, you may do so by filling out a new Health History & Emergency form. Please allow sufficient time when picking up your child. If you are unable to pick up your child by the program end time, please notify the Park District immediately so staff are aware.

Late Pick Up Fee

The pick-up time of 6:30pm daily is strictly enforced. If the parent/guardian is unable to pick up their child by the end of the program time, it is the parent/guardian's responsibility to make other arrangements. Any pick up after the program end time will result in a late fee of \$5.00 for the first 10 minutes and then \$1.00 per minute after. After 30 minutes and all emergency listings have been called, staff will notify the Downers Grove Police Department. The child will be transported by the Police to the Police Station. A late form will be administered and turned into the office where you will be expected to pay your late payment before the next monthly payment.

Personal Items & Electronics

We strongly suggest that children leave their personal items at home. This includes: toys, stuffed animals/dolls, electronics, expensive personal items, candy and gum. The Downers Grove Park District is not responsible for traded, lost, damaged or stolen items. If you are missing an item please check the lost and found. At the end of each month the lost and found will be donated to a local charity. Please make sure any items that come to the program with your child are clearly labeled with their name; this includes clothing and backpacks. From time to time, we may have days where children may bring an item from home, when these occur, proper notification will be given.

Please note: Cell phones and other electronic devices are not allowed at the program. These items must be kept in backpacks. *Electronics provided by District 58 for school work will be permitted as long as they are being used for school work appropriately.*

Snack

Every day during Before and After School the children will have snack. Breakfast items will be provided in the morning and snack items in the afternoon. All children will be encouraged to eat a snack. We encourage healthy snacks and healthy eating. Below are types of snacks we may provide:

Raisins	Whole grain cereal	Applesauce	Granola Bars	String Cheese
Fresh Fruit	Graham crackers	Goldfish crackers	Pretzels	Water
Fresh vegetables	Milk			

If your child has any food allergies please inform the staff. Individual snacks may be provided by the parent/guardian for their child if their allergies or food sensitivities require a special diet. We do, however, ask that the snack be similar to the above suggestions.



Homework/Quiet Time

Homework /quiet time is provided daily to give children a chance to complete necessary assignments. Staff are available to provide reasonable assistance. However, staff do not take the place of tutors. Children will be asked to take out homework. Staff are not responsible for going through backpacks or folders. Additional homework time may be provided as long as it does not impact the safety and integrity of the program.

Illness, Injury & Medication

Healthy Kids Policy:

- If a child becomes ill during the program, a parent will be notified and asked to pick up the child as quickly as possible. The child must be fever free for 24 hours before returning to the program. If a child vomits, they must go home immediately, if a parent is unable to pick them up, the emergency contacts will be called.
- We ask that you be considerate of other children and staff and keep your child home if they show signs of illness.
- In case of a contagious disease, please notify The Link staff immediately. All parents at that site will be notified as soon as possible.
- A child must receive appropriate treatment depending on the condition before returning to the program and may require a medical release from a physician.
- Participants must be toilet trained and are responsible for their own toileting needs. In the event of an accident, a change of clothes must need to be provided immediately or pick-up will be required.
- Repeated bathroom accidents will result in removal until the issue is resolved

Notification of Medical Attention:

- Any minor injury/illness, we will only administer basic first aid such as band-aid or ice pack and you will be notified when you arrive.
- In the case an injury/illness requires more attention we will administer first aid and contact the parent or the emergency contacts in the event you are unreachable. An accident report will be completed as well, and you will be provided a copy for your records.

Paramedics (911) will be called to handle serious injuries. If your child needs emergency medical care, we will accompany them and a parent/guardian must meet us at the medical facility immediately.

Dispensing Medication:

Strict policies have been put in place regarding the dispensing of medication to participants. These policies must be followed if a participant is required to receive medication while in the program. This includes restrictions for any over the counter medications (including cough drops and pain relievers) and any prescription medication. **Parents/Guardians are required to complete a “Request to Administer Medication Form” for any and all medication to be administered to participants by The Link staff or the participants themselves.**

- All medication must be in the original container with a prescription label that includes: patient’s name, physician’s name, pharmacy name, name of medication and complete dosage information. Each day the proper dosage should be sent in the original container. If original container is not available, parent/guardian should try to obtain a new one from physician or pharmacy.
- Parent/guardian must sign and complete a Request to Administer Medication form.
- Medication will be stored in a locked area at temperatures consistent with package instructions.
- If the program is outside, medicine will be in the first aid kit.
- Children are not allowed to keep medication with them; even inhalers must be locked up. If a child is administering the inhaler themselves, they will simply ask the staff when needed.
- Transfer/possession of all medications provided to The Link staff must be signed in on the first day of the program and signed out on the last day. This will help ensure all medications such as EpiPens, inhalers, etc. are properly returned in a safe and timely manner.

Behavior Management

The following policies have been established for the benefit of the program. These expectations apply to all participants and their parents/guardians.

Code of Conduct

- Show respect to all. Including, staff, participants, property and equipment.
- No teasing, verbal or physical abuse, threatening, obscene, disrespectful or physical violence will be tolerated.
- Assure safety for everyone. No weapons or items that may be used as a weapon may be brought to the program. All threats and threatening behavior will be taken seriously and reported to authorities.
- Share resources, staff time, and other materials.
- Assist children and require staff to use appropriate language to resolve conflict and express emotions.

Staff Response to Inappropriate Behavior

- Staff take necessary steps to ensure safety to all of the participants.
- Staff try to redirect inappropriate behavior into positive alternative activities.
- If necessary, the child will be removed from an activity when behavior is inappropriate and redirection has failed. This may also occur if the child's behavior is affecting the safety or integrity of the program.
- After the situation has deescalated the staff discusses with the child acceptable and unacceptable behaviors.
- When inappropriate behaviors are consistently clear, consistent consequences are used. These will be communicated to parents/guardians. Staff may ask for alternative suggestions.

Outcomes for not meeting expectations are implemented; this may include redirection, verbal communication, and inability to participate in activities. As a last resort a break from the activity may be used to provide the child a chance to regain control. Staff will encourage children to practice self removal when feeling overwhelmed. If the system in place by the program is not working for a specific child, staff and parents/guardians are to work together to create a plan designed for the success of the child.

We expect the parents/guardians to be an active participant in the behavior management of their child. In behavior situations where the child is physical with others or not cooperating with staff, we may call parents/guardians to pick up their child. The parent/guardian are expected to arrange for immediate pick up. Please ensure emergency contact information is up to date.

Our staff puts safety of the children first. Since safety is a primary concern, The Downer Grove Park District has established immediate pick-up procedures which may be implemented in the following situations:

- Biting self or others
- Hitting or injuring self or others
- Spitting on others
- Additional behaviors considered to be unacceptable in a group setting are evaluated on a case by case scenario.

The Downers Grove Park District reserves the right to suspend or dismiss a child from the program if the staff determines that the program can no longer meet the needs of the child, if the child is a physical threat to him/herself or others, or if the child's behavior consistently impedes the normal daily functions of the group. Children may also be dismissed from the program if their parent(s)/guardians demonstrate inappropriate behavior or fail to cooperate with staff. Parents/guardians may not be involved in disciplining any child other than their own. Failure to comply with our policies and procedures may result in suspension for as few as one day or as much as the remainder of the school year. **If a child is removed from the program no refund or proration is given.**

General Expectations for Safety

(There will be specific expectations that all children will be expected to follow. The staff will go over these to reinforce.)

- Children must walk while indoors.
- Children must use inside voices while in the building.
- Children must listen when the staff gives instructions.
- Children must follow all directions given.
- Children must use equipment carefully.
- Children must keep hands, mouth, and feet to themselves.

Communication

The staff makes every effort to inform parents/guardians how their child is progressing, as well as the day-to-day activities and participation.

The Park District asks parents/guardians to please keep the following up to date:

- ***Phone numbers***
- ***Addresses***
- ***Email info***
- ***Authorized guardians***
- ***Emergency contacts***
- ***Medical information***

The staff will provide parents/guardians with monthly calendars and quarterly newsletters. Activities listed in monthly calendars will be subject to change at the discretion of Park District staff.

We require that all parents/guardians notify us if your child/ren will not be attending the program on their scheduled day. This request is made to ensure their safety. If we do not hear from you and your child is absent we will call all phone numbers listed.

The Link program has a cell phone 630-742-3820. Please contact this cell phone to report absences, if you are running late at pick up or if you need to get in touch with the staff. We have texting capabilities! All phone calls made to the cell phone should be made between 6:00-9:00am and 2:00-6:45pm M-F. If you need to get in touch with someone outside of these hours please email: thelink@dgparks.org or contact the Lincoln Center at 630-963-1300.

Emergency Procedures

Evacuation procedures for each program have been established in the event of a major emergency that would necessitate removing children from the site. Additionally plans have been developed for fire and tornado procedures. If an individual child is injured in the program, we will take the necessary emergency steps and contact you as soon as possible. However should the injury be more severe we will call 911 without hesitation. The parent/guardian also authorizes the Park District and its employees, to consent to medical treatment. Staff is trained in First Aid and CPR as well as blood borne pathogens. By registering your child for the program you are releasing the Downers Grove Park District from all liability which may arise from the child's participation in the program.

Accident Reporting

Staff will fill out accident reports for all incidents, no matter how minor an incident may seem. Situations not requiring immediate notification, will be communicated at pick-up. All accident reports will be reviewed by the Safety Committee.

Recognizing & Reporting Child Abuse

All Downers Grove Park District staff are considered mandated reporters by the State of Illinois and are required to report suspected child abuse or neglect to the Department of Children and Family Services (DCFS). Downers Grove Park District will work with DCFS and families, as appropriate to ensure the health and safety of children in the program. When a report is made, Downers Grove Park District will continue to work with and support the child and family. The report will be treated confidentially.

Confidentiality

Information about the health or ability of a child or a family status will be considered confidential. Such information will only be shared with the staff as necessary to meet the needs of the child. If necessary, family information may also be shared with Department of Children and Family Services (DCFS).

Tax Information

The Downers Grove Park District tax identification number is 36-6161023. The Downers Grove Park District does not send out year-end tax information. If you need a receipt, please contact 630-963-1300.



Inclusion of All Children

The Downers Grove Park District believes in the right to an excellent recreational experience for all individuals from all backgrounds and ability levels.

If your child has any special medical, physical, psychological and/or emotional needs or receives special services from the school district, please list in detail on the registration material. Lack of information may adversely affect the Park District's ability to accommodate the needs of your child. Please allow at least two weeks for all requests.

Photo Policy

Say cheese! Participants may be photographed while at The Downers Grove Park District. The Park District may use photographs of participants in District publicity without permission or compensation. If you do not want your child to be photographed, please leave a message with the Recreation Supervisor at 630-960-4477 .

Bus Safety

Children enrolled in the program will be transported to and from their individual schools. Expectations regarding bus safety will be established to keep children safe during the transportation process and must be followed. In accordance with The Illinois Vehicle Code, Child Passenger Protection Act usage of some District vehicles may require the use of a booster seat for children ages 4-8. For these vehicles, the Park District will provide a booster seat to those individuals required by law.



Downers Grove Park District
Health History & Emergency Form

Part I: General Information

Participant's Name: _____ Age & Date of Birth: _____ Grade in Fall: _____

Address: _____ City: _____ Zip Code: _____

Parent/Legal Guardian: _____ Daytime Phone: _____ Other Phone: _____

Address: _____ City: _____ Zip Code: _____

(If different from above)

Parent/Legal Guardian: _____ Daytime Phone: _____ Other Phone: _____

Address: _____ City: _____ Zip Code: _____

(If different from above)

Part II: Emergency Release Authorization/Authorized Pick-Up List

Only the following people listed below will be allowed to pick up your child, unless the Site Coordinator receives written notification in advance by the parent/guardian

I/we give the following people permission to pick up my/our child and contact in the event of an emergency, should I/we be unable to be reached: Please list in preferred order to be called

Name Address Phone

Name Address Phone

Name Address Phone

To ensure the safety of all participants, anyone on your pick-up list may be required to show photo identification upon arrival.

Please explain any custody/divorce or other family concerns about which camp staff should be aware:

Three horizontal lines for text entry.

Part III: Health History/Allergies

A parent/legal guardian must fill in the following information. The intent of this information is to provide program personnel the background for appropriate care. Keep a copy of the completed form for your records.

My child is up-to-date on immunizations and tetanus shots ___ Yes ___ No

Dietary Restrictions - this individual cannot eat the following:

___Peanuts ___Pork ___Poultry ___Seafood ___Eggs ___Gelatin ___Other (describe) _____

Please list all known allergies:

Food Allergies Describe Reaction and Management of the Reaction

Other Allergies (medication, insect stings, environmental, etc.) Describe Reaction and Management of the Reaction

Will your child need medication during program hours? ___No ___Yes (If yes please fill out Medication Dispensing Form)

Please explain any restrictions to activity (e.g. what cannot be done, what adaptations or limitations are necessary).

Please provide any additional information about the child's behavior and physical, emotional, or mental health about which we should be aware.

Part IV: Authorization for Emergency Medical Treatment

I do herewith authorize the Downers Grove Park District to take action as necessary in case of an emergency.	
Name of Minor _____	
Parent/Legal Guardian Signature _____	Date _____

Part V: Busing Permission

I do hereby authorize bus transportation to/from District 58 Schools to Downers Grove Park District for the purpose of attending The Link Before and After School program. I hereby waive and relinquish all claims my child or I may have against the Downers Grove Park District or School District #58 their officers, agents, servants and employees as a result of participation in this program.	
Parent/Legal Guardian Signature _____	Date _____

Part VI: Review of Policies and Procedures

I have read and understand the information in the <u>Link Parent Manual</u> regarding program policies and procedures, and agree to abide by them.	
Parent/Legal Guardian Signature _____	Date _____



Downers Grove Park District

REQUEST/AUTHORIZATION FOR THE ADMINISTRATION OF MEDICINE

The Downers Grove Park District will not dispense medication to a minor child or other participant until the Request/ Authorization for the Administration of Medicine Form has been fully completed by a parent or guardian. The agency's internal procedures on dispensing medication are available for review.

Part I: General Information

Participant's Name: Age & Date of Birth: Grade in Fall:
Address: City: Zip Code:
Parent/Legal Guardian: Daytime Phone: Other Phone:
Doctor: Phone:
Name of Program(s):

Part II: Medication Information

I understand that it is my responsibility to give medication directly to program staff with full instructions in individual dosage containers, original prescription containers, or clearly labeled envelopes. In all cases, medication dispensing can only be changed or modified by completing another Request/Authorization for the Administration of Medicine Form.

Medication name
Intended effect/anticipated reaction
Dosage & administration
Frequency and time of administration
Duration (week, month, indefinite, etc.)
Storage information
Possible side effects

Medication name
Intended effect/anticipated reaction
Dosage & administration
Frequency and time of administration
Duration (week, month, indefinite, etc.)
Storage information
Possible side effects

Other medications of which camp staff should be aware:

Part III - Parent's Request/Authorization

I hereby request and grant permission for Downers Grove Park District staff to dispense medication to my child, according to the above instructions. I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, guardian, ward, or other family member is accurate. I also understand that it is my responsibility to inform the agency if any changes in the dispensing of medication change.

In all cases, the recommended dosage of any medication will not be exceeded. If after administering the medication there is an adverse reaction, I give my permission to the Downers Grove Park District to secure from any licensed hospital physician and/or medical personnel any treatment deemed necessary for immediate care. I agree to be responsible for payment of any and all medical services rendered.

I recognize and acknowledge that there are certain risks of physical injury in connection with the administering of medication to my minor child. In consideration of the DOWNERS GROVE PARK DISTRICT administering medication to my minor child, I do hereby fully release or discharge the DOWNERS GROVE PARK DISTRICT and its officer, agents, volunteers and employees from any and all claims from injuries, damages and losses I or my minor child may have, arising out of, connected with, incidental to, or in any way associated with the administering of medication. I further agree to indemnify, hold harmless and defend the DOWNERS GROVE PARK DISTRICT, and its officers, agents, volunteers and employees from any and all claims resulting from injuries, damages and losses sustained by me or my minor child and arising out of, connected with, incidental to or in any way associated with the administering of medication.

Parent/Legal Guardian Signature Date



**WAIVER & RELEASE OF ALL CLAIMS
FOR USE OF INHALER OR AUTO-INJECTOR**

WAIVER AND RELEASE OF ALL CLAIMS AND INDEMNIFICATION

Please read this form carefully and be aware that pursuant to the Illinois Asthma Inhalers at Recreational Camps Act, 410 ILCS 607/1 *et seq.*, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain in connection with the possession, self-administration, or use of medication, including, but not limited to the use of an epinephrine auto-injector or inhaler at the camp or at any camp-sponsored activity, event, or program; except for claims arising out of the willful and wanton conduct of the Downers Grove Park District

As parent/guardian of the below identified participant, I verify and attest that my child/ward has the knowledge and skills to safely possess, self-administer, and use an epinephrine auto-injector or inhaler in a camp setting. I also recognize and acknowledge that there are certain risks of physical injury to participants' possession, self-administration, or use of medication, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said possession, self-administration, or use of medication. Such risks include, but are not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of or arising out of the possession, self-administration, or use of medication against the Downers Grove Park District, including its officials, agents, volunteers and employees; except for claims arising out of the willful and wanton conduct of the Downers Grove Park District.

I further agree to protect, indemnify, save, defend and hold harmless the Downers Grove Park District from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including reasonable attorney fees) for which the Downers Grove Park District may become obligated by reason of the possession, self-administration, or use of medication; except to the extent caused by the willful and wanton conduct of the Downers Grove Park District.

I have read and fully understand the above waiver and release of all claims and indemnification. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

PLEASE PRINT

Participant's Name

Parent/Guardian's Signature

Date_____

