Enrichment Catalog

This program is made possible through Seattle Parks and Recreation and the Associated Recreation Council.

Brought to you by:
AFTER SCHOOL ENRICHMENT CLASSES

TOPS K-8

Spring 2019
Enrichment Catalog

Registration Opens 3/5 at Noon!

Brought to you by:
MONTLAKE COMMUNITY CENTER
1618 E. Calhoun St.
Seattle, WA 98122
Ph: 206-684-4736

Seattle Parks & Recreation

healthy people healthy environment strong communities

This program is made possible through Seattle Parks and Recreation and the Associated Recreation Council.
Program Contact Information

Montlake Community Center
1618 E Calhoun St., Seattle, WA 98112
Phone: 206-684-4736

• Program Administrator: Margo Robb
Phone: 206-484-3772, Email: Margo.Robb@seattle.gov

Program Schedule

TOPS K-8 Release: 3:25 p.m. (M, Tu, Th, F), 2:10 p.m. (Wed)
Check In: 3:25-3:45 p.m. (M, Tu, Th, F), 2:10-2:30 (Wed)
• Students report to the cafeteria for sign in and snack.
Session 1: 3:45 p.m.-*varied end times (M, Tu, TH, F), 2:30 p.m.-*varied end times (Wed)
• ALL PARENTS of students not enrolled in second session must come to the cafeteria and SIGN OUT their student/s at the end of Session 1.
Session 2: 4:45-5:30 p.m. (M, Tu, TH, F), 3:30 or 4 p.m.-*varied end times (Wed)
Session 3 (Wed only): Homework Club 4:30-5:30 p.m.
• All parents must SIGN OUT their student by 5:30 p.m.
* See schedule pages for specific class end time.

*There are no after school classes on holidays, no school days, or early dismissal days at the Elementary School. These “No Class” days are figured into the price of each class.

How to Register

All students must turn in, or have on file, a completed E-13 Participant Information and Authorization form to register for class. Once completed, E-13 forms are good for one school year. Though classes are held at the school, all paper work must be turned in to Montlake Community Center, where you can receive more information about classes, registration, and scholarships.

FIRST CHOICE
Check out Seattle Parks and Recreation’s new online registration software at bit.ly/spr_registration_account. Sign in or create an account if this is your first time registering for classes with the new software. Once you are logged in you can choose your programs and pay online.

SECOND CHOICE
Find your local recreation center at: seattle.gov/parks/centers.asp and stop by to register for programs and meet the staff. Take a peek at the recreation center and the program space. Staff welcomes face-to-face interaction! Please note hours of operation, as they vary across recreation centers.

THIRD CHOICE
Call your local recreation center during their hours of operation at the phone number listed at: seattle.gov/parks/centers.asp. All staff can assist you with registration during their operating hours listed on their home page linked from the above web address.

An additional $5 insurance fee will be required when registering for all gymnastics, tumbling, or circus arts classes offered through Seattle Parks and Recreation. This non-refundable fee covers a child’s participation in all gymnastics, tumbling, or circus arts classes for one year from the date of purchase. Please contact your local community center to purchase this insurance. Note: This insurance will only be utilized if expenses exceed your primary insurance coverage.
What You Need to Know

Registration and Payments:
Seattle Parks and Recreation launched new program Registration Software this winter.

If you do not already have an account, follow the steps below to set up an account:

Step 1: Go to the www.seattle.gov/parks and click on Sign Up for Classes and Programs
Step 2: Click on ‘Create Account’.
Step 3: Complete your information!

If you have any questions about creating a new account, please reach out to your local Community Center directly. Once you have an account, you may call Montlake Community Center, stop by, or register and pay online. If you register online, please email the community center coordinator who your child’s classroom teacher is and where your child will be going after class. Registration is open for all classes until the day prior to the start of class. Remember: All students need a Participant Information and Authorization E-13 form prior to participating in any after-school classes.

Scholarship:
To apply for a scholarship, complete and return a scholarship application to the community center. Applications can be found in the TOPS K-8 main office, Montlake CC, or can be downloaded at bit.ly/sprsScholarships. Scholarship award and co-payment will be determined based on income qualification and fund availability.

Refund Policy:
It is the policy of Seattle Parks and Recreation and the Associated Recreation Council that:
- Anyone who registers for a class that is cancelled for any reason will receive a full refund.
- DROPPING A PROGRAM BEFORE THE SECOND SESSION: A participant may be issued a refund if he/she withdraws from a program, and notifies the program coordinator, prior to the second class session. The facility will retain the pro-rated class fee plus a service charge of 10% of the fee.
- DROPPING A PROGRAM AFTER THE SECOND SESSION: If a participant withdraws from a program after the second session of a series, no refund will be given.
- CANCELLATION OF ONE SESSION: In the event of an unplanned cancellation of a single session, that class will be rescheduled, and if it cannot be rescheduled, the participant will receive a refund.
- For full details of the Department’s Refund Policy, please see Policy Number 060-P 7.16 under PROGRAM which can be found here: http://www.seattle.gov/Documents/Departments/ParksAndRecreation/PoliciesPlanning/RefundPolicy.pdf

OH NO! My class got cancelled!
Most classes require a minimum of 6 participants in order to be financially sustainable. We do our best to avoid cancelling classes. However, classes that do not meet minimum enrollment requirement are cancelled prior to their start date. We do prorate class fees to reflect late registration for classes that meet minimum enrollment requirement prior to their start dates.

Please Register Early!

Snack and Clothing:
The After School Enrichment Program will provide a snack for each student. Please send your children with clothing appropriate for their classes.

Behavior:
We have the expectation of respect for teachers/instructors and good behavior during classes. Students are expected to maintain the same behavioral standards that they would during the formal school day. If an instructor determines this is not the case the following steps will be taken:
- At the first incident, the Program Administrator will contact parents/guardians regarding student behavior.
- The student will be given one trial class to improve.
- If the disruptive behavior continues, the student will be removed from class.

The program is unable to issue a refund if the student is removed from a class due to a behavioral issue. Please discuss enrollment with your child to be sure they want to attend an after school class.

Picking up Your Child:
Your child must be picked up on time. Our program does not provide childcare after class is over and the playground is not supervised at that time. If your child is picked up late, you will be charged $1/minute for every minute past your pick up time that you are late. Please call the Program Administrator if you are going to be late. Your student can only be picked up by persons listed on the E-13 form.

Absences/Changes:
Please contact the Program Administrator as soon as possible with any of the following:
1. Your student will not be attending class (but was at school).
2. Your student was absent from school and will not be attending the After School Program.

Questions/Concerns:
Once a class has begun, if you have any issues or concerns regarding a class, please contact the Program Administrator, or email the Community Center Coordinator. The Program Administrator will be on-site and available during program hours all quarter.

Inclement Weather and City Wide Emergencies:
Please call our CHILD CARE/ENRICHMENT HOTLINE: 206-684-4203, This is a 24-hour line giving information about program closures due to extreme weather or emergencies. It is updated each day by 6 a.m. and as needed.
The TOPS K-8 After-school Enrichment program is run by Montlake Community Center in partnership with the Associated Recreation Council. Please contact your Program Administrator if you have any program questions. Thank you!

**Montlake Community Center**
206-684-4736
1618 E. Calhoun St.
Seattle, WA  98112

**Program Administrator**
Margo Robb
206-484-3772

### MONDAYS
8 weeks
(No class 5/27)

<table>
<thead>
<tr>
<th></th>
<th>Time</th>
<th>Grades</th>
<th>Price</th>
<th>Barcode</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discover Art</td>
<td>3:45-5  p.m.</td>
<td>K-5</td>
<td>$174</td>
<td>19693</td>
</tr>
<tr>
<td>Pinnacle Outdoors</td>
<td>3:45-5  p.m.</td>
<td>K-2</td>
<td>$160</td>
<td>19695</td>
</tr>
<tr>
<td>World Music Drumming</td>
<td>3:45-4:45 p.m.</td>
<td>K-5</td>
<td>$120</td>
<td>19711</td>
</tr>
<tr>
<td>Chess Club</td>
<td>3:45-4:45 p.m.</td>
<td>K-5</td>
<td>$134</td>
<td>19688</td>
</tr>
<tr>
<td>DASSdance</td>
<td>3:45-4:45 p.m.</td>
<td>K-6</td>
<td>$160</td>
<td>20555</td>
</tr>
<tr>
<td>Circus Arts — ends early on 5/20</td>
<td>3:45-4:45 p.m.</td>
<td>2-6</td>
<td>$90</td>
<td>19718</td>
</tr>
<tr>
<td>Chorus</td>
<td>3:45-4:45 p.m.</td>
<td>K-8</td>
<td>$120</td>
<td>19689</td>
</tr>
<tr>
<td>Comic Book Writing</td>
<td>3:45-4:45 p.m.</td>
<td>2-4</td>
<td>$128</td>
<td>19719</td>
</tr>
<tr>
<td>Make with Code</td>
<td>3:45-4:45 p.m.</td>
<td>2-6</td>
<td>$200</td>
<td>19690</td>
</tr>
<tr>
<td>Magic the Gathering</td>
<td>3:45-5  p.m.</td>
<td>4-8</td>
<td>$160</td>
<td>19720</td>
</tr>
</tbody>
</table>

### Session 2

<table>
<thead>
<tr>
<th></th>
<th>Time</th>
<th>Grades</th>
<th>Price</th>
<th>Barcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recess/Homework Club</td>
<td>4:45-5:30 p.m.</td>
<td>K-8</td>
<td>$80</td>
<td>19717</td>
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### TUESDAYS
9 weeks

<table>
<thead>
<tr>
<th></th>
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<th>Barcode</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yoga</td>
<td>3:45-5 p.m.</td>
<td>K-2</td>
<td>$135</td>
<td>19712</td>
</tr>
<tr>
<td>Origami</td>
<td>3:45-4:45 p.m.</td>
<td>K-5</td>
<td>$144</td>
<td>19722</td>
</tr>
<tr>
<td>Minecrafting</td>
<td>3:45-4:45 p.m.</td>
<td>2-6</td>
<td>$135</td>
<td>19691</td>
</tr>
<tr>
<td>Study Hall</td>
<td>3:45-4:45 p.m.</td>
<td>2-8</td>
<td>$99</td>
<td>20556</td>
</tr>
<tr>
<td>Beginning Guitar</td>
<td>3:45-4:45 p.m.</td>
<td>3-6</td>
<td>$135</td>
<td>19700</td>
</tr>
<tr>
<td>Tabletop Games</td>
<td>3:45-4:45 p.m.</td>
<td>2-8</td>
<td>$144</td>
<td>19710</td>
</tr>
<tr>
<td>Pottery</td>
<td>3:45-4:45 p.m.</td>
<td>5-8</td>
<td>$180</td>
<td>19706</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>Session 2</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Recess/Homework Club</td>
<td>4:45-5:30 p.m.</td>
<td>K-8</td>
<td>$90</td>
<td>19707</td>
</tr>
<tr>
<td>Cardio Time — for adults, too!</td>
<td>5-6 pm</td>
<td>Ages 5-99</td>
<td>$108</td>
<td>19721</td>
</tr>
</tbody>
</table>
### Spring 2019 Class Session: 4/15-6/14

**WEDNESDAYS**  
9 weeks  

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Time</th>
<th>Grades</th>
<th>Price</th>
<th>Barcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinnacle Outdoors</td>
<td>2:30-4 p.m.</td>
<td>3-6</td>
<td>$180</td>
<td>19705</td>
</tr>
<tr>
<td>Garden Science</td>
<td>2:30-3:30 p.m.</td>
<td>K-3</td>
<td>$180</td>
<td>19723</td>
</tr>
<tr>
<td>Jewelry Making</td>
<td>2:30-3:30 p.m.</td>
<td>K-5</td>
<td>$162</td>
<td>19694</td>
</tr>
<tr>
<td>Reading Club</td>
<td>2:30-3:30 p.m.</td>
<td>K-5</td>
<td>$117</td>
<td>20557</td>
</tr>
<tr>
<td>Gym Games</td>
<td>2:30-3:30 p.m.</td>
<td>K-5</td>
<td>$135</td>
<td>19703</td>
</tr>
<tr>
<td>Carpentry</td>
<td>2:30-4 p.m.</td>
<td>K-5</td>
<td>$270</td>
<td>19687</td>
</tr>
<tr>
<td>Sewing</td>
<td>2:30-4 p.m.</td>
<td>1-8</td>
<td>$270</td>
<td>19697</td>
</tr>
<tr>
<td>Cooking with Ms. Stacy</td>
<td>2:30-3:345 p.m.</td>
<td>K-3</td>
<td>$255</td>
<td>19701</td>
</tr>
<tr>
<td>Robot U’s RC Power Functions</td>
<td>2:30-3:30 p.m.</td>
<td>3-6</td>
<td>$180</td>
<td>19695</td>
</tr>
<tr>
<td>D&amp;D (5th Edition)</td>
<td>2:30-4 p.m.</td>
<td>5-8</td>
<td>$163</td>
<td>19716</td>
</tr>
<tr>
<td>Ultimate Frisbee</td>
<td>2:30-4 p.m.</td>
<td>5-8</td>
<td>$162</td>
<td>19724</td>
</tr>
<tr>
<td><strong>Session 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eco-Art and Crafts</td>
<td>3:30-4:40 p.m.</td>
<td>K-5</td>
<td>$135</td>
<td>20587</td>
</tr>
<tr>
<td>Recess/Homework Club</td>
<td>3:30-5:30 p.m.</td>
<td>K-8</td>
<td>$162</td>
<td>19708</td>
</tr>
<tr>
<td>Carpentry (2nd session)</td>
<td>4-5:30 p.m.</td>
<td>K-5</td>
<td>$270</td>
<td>19698</td>
</tr>
</tbody>
</table>

**THURSDAYS**  
9 weeks  

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Time</th>
<th>Grades</th>
<th>Price</th>
<th>Barcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Story Drama with Stone Soup</td>
<td>3:45-4:45 p.m.</td>
<td>K-2</td>
<td>$165</td>
<td>19709</td>
</tr>
<tr>
<td>American Sign Language</td>
<td>3:45-4:45 p.m.</td>
<td>K-5</td>
<td>$150</td>
<td>19699</td>
</tr>
<tr>
<td>Lego Engineering: Ticket to Ride</td>
<td>3:45-4:45 p.m.</td>
<td>K-5</td>
<td>$255</td>
<td>19704</td>
</tr>
<tr>
<td>Study Hall</td>
<td>3:45-4:45 p.m.</td>
<td>2-8</td>
<td>$99</td>
<td>20558</td>
</tr>
<tr>
<td>Intermediate World Music Drumming</td>
<td>3:45-4:45 p.m.</td>
<td>2-8</td>
<td>$135</td>
<td>20559</td>
</tr>
<tr>
<td>Cooking with Ms. Stacy</td>
<td>3:45-5 p.m.</td>
<td>3-6</td>
<td>$255</td>
<td>19713</td>
</tr>
<tr>
<td><strong>Session 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recess/Homework Club</td>
<td>4:45-5:30 p.m.</td>
<td>K-8</td>
<td>$90</td>
<td>19714</td>
</tr>
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**FRIDAYS**  
9 weeks  

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Time</th>
<th>Grades</th>
<th>Price</th>
<th>Barcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball (Gym Games)</td>
<td>3:45-4:45 p.m.</td>
<td>K-3</td>
<td>$150</td>
<td>19715</td>
</tr>
<tr>
<td>Eco Arts and Crafts</td>
<td>3:45-4:45 p.m.</td>
<td>K-5</td>
<td>$162</td>
<td>19702</td>
</tr>
</tbody>
</table>

Course pricing is based on contractual agreements, number of class days and supply costs.
### American Sign Language
Our goal is not to just teach kids vocabulary, but cultural sensitivity and the importance of making communication accessible to people of all abilities. We cover basic grammar, various storytelling styles, ASL games, cultural history and etiquette.

### Beginning Guitar
Join us for a beginner’s guitar class with Ms. Natalie where we’ll learn basic chords in “home position.” Students will learn to play multiple songs in full by end of the session. Players from previous sessions are welcome. Guitar provided, but students can bring their own.

### Cardio Time!  NEW — for adults and children
NEW! This 5 p.m. cardio class is for your child, you, and the grandparents too. Participants get the chance to burn off some energy before heading home. Taught by Daisy Lukas, this class will get your heart pumping and your body moving!

### Carpentry
Kids Carpentry is a hands-on toy building class designed to teach practical woodworking skills with an emphasis on the safe use of tools. Kids will develop a repertoire of practical skills that last a lifetime and construct fun projects that they will take home!

### Chess Club
This class will improve your child’s problem-solving skills, train their memory and teach them to think and plan ahead. They will learn chess tactics and solve puzzles while playing competitive and just-for-fun games! Workbooks and other teaching materials provided.

### Chorus
This is an opportunity for students to sing with the classically trained singer and TOPS music teacher, Natalie Ingrisano. Younger students can join but need to call Montlake at 206-684-4736.

### Circus Arts
Circus Arts is a great way for your child to have some fun while burning off some energy after school. Activities can include walking on slack wire, riding a unicycle, jumping rope, juggling, hula-hooping and more. *Insurance required for this class, please see “Insurance” on the registration page.

### Comic Book Writing
Step into the world of fantasy and superheroes! In this class students explore the craft of comic book writing, imaginative drawing, story-telling, and creative art. No experience necessary. At the end of the quarter, each student will have their very own #1 comic issue. Taught by cartoonist Mox Stoermer.

### Cooking at TOPS
(Wed for grades K-3 and Thu for grades 3-6) Students will cover the fundamental skills of baking and learn how to prepare fun and delicious snacks. Class will use animal proteins, dairy and soy products. No tree nuts. Special accommodation upon request. Taught by Ms. Stacy from Cookie the Foodie.

### DASSdance
Does your child like to show their moves on the dance floor? Here’s their chance! This class will introduce jazz, ballet and Hip Hop styles in a fun inclusive way. Get ready for an upbeat class that encourages self-expression through movement, music, and rhythm.

### Discover Art
Art is about discovery! Students use a variety of artistic mediums to learn to express themselves creatively and confidently in this supportive, non-competitive class. The structured format ensures skill development as they journey down the road of self-discovery through creative expression.

### Dungeons and Dragons (5th edition)
Students play Dungeons and Dragons as they set off on an adventure armed with nothing but a pencil, a notebook and a set of shiny dice!

### Eco Arts and Crafts
Recycling has never been so fun! Turn clean recyclables into beautiful works of art! Students learn just how satisfying it can feel to repurpose unwanted materials into useful items for the home in this DIY, environmentally friendly, crafting class.

### Garden Science
Does your child like to dig in the dirt? In the Garden Club, kids will learn to plant and seed a variety of local herbs and vegetables suited for Seattle’s unique gardening climate. This hands on approach to will bring out your child’s inner gardener.
Gym Games
Sprout ball, battleship, and color squad are a few of the games we will be using to teach the importance of physical activity and teamwork. This class will also provide your child with the opportunity to organize and lead a gym game of their own!

Intermediate World Music Drumming
For students who have already taken the beginning class and have learned various African and Latin drumming rhythms. Students will continue to build on rhythms and techniques of African and Latin drumming while exploring the culture and customs from which the rhythms originated. Taught by Larry Jones.

Jewelry Making
Born to bling! This fun DIY class will teach students the basics of making simple earrings, stringing beads for bracelets and necklaces, making pendants, and crimping beads to finish off their custom designs.

Legos Engineering: Ticket to Ride
Delve into the history and mechanics of favorite amusement park rides in this imaginative unit! Students will construct a Carousel Swing, Tilt a Whirl, giving students an understanding of the physical forces they experience every day.

Magic: The Gathering
Magic: The Gathering will help improve your child’s math and logic skills through the strategic playing of cards with different abilities. New and experienced players welcome. Bring your own deck or we can provide you with one to use.

Make with Code
Students program a Micro:bit computer chip using drag and drop coding to create a thermometer, accelerometer, pedometer, compass, light sensor and remote control all in one chip! This innovative class teaches the awesome combination of hands on physical computing and software coding. Taught by Computing Kids.

Minecrafting EDU
Use of an educational version of Minecraft will allow your child to create a networked world. Each week there is a new demonstration such as redstone, programmable turtles, or an interesting build. Exploration is encouraged and fostered depending on experience and interest.

Origami
Explore the ancient art of Origami! Your child will learn a variety of techniques as they transform flat sheets of paper into a finished sculpture through folding. Origami is fun and great for developing small motor skills and learning how to follow instructions.

Pinnacle Outdoors
Does your child have a passion for the outdoors? With a focus on hands-on learning, participants will conduct interactive experiments, make crafts, and go on field trips. Weather permitting, class will be outdoors.

Pottery
This class gives students an opportunity to build clay crafting skills. Students will work with their hands, tools and the pottery wheel. Taught by Suzanne Wakefield, TOPS Art teacher.

Reading Club
Jump into the world of literature with this brand new club! Younger readers will have a chance to develop their reading skills with age appropriate books and instructor assistance. Older students can complete their reading time before they get home.

Recess/Homework Club
From 4:45-5:30 p.m., M/T/Th and 3:30-5:30 p.m. on Wed, students will tackle their homework. If beautiful outside, kids may go out to the playground with the instructor.

Robot U’s RC Power Functions
Students learn advanced engineering concepts (torque, gearing, levers, etc.) building remote controlled vehicles and contraptions using various LEGO® motors and Technic® parts. This is NOT a free play activity, but a class with actual lessons (regardless of how fun and crazy it is).
Story Drama
Students find new ways of enjoying and sharing their favorite stories. Students will learn the basics of acting by lifting their favorite stories off the page using their bodies and imaginations. Students who take this class build confidence and find a new motivation for reading while playing and having fun.

Study Hall
This class is a space for students to work independently on their homework and good opportunity to work on school work before going home for the day. Sign up for Tuesdays and Thursdays separately.

Tabletop Games
Tabletop fans unite! Join us in learning and playing a different game each week. From building the best settlement in Catan to escaping a Forbidden Desert together, students will learn strategy and good sportsmanship. Students need only to bring their game faces! Taught by Tiana Balasco.

Ultimate Frisbee
Ultimate Frisbee mixes elements from a variety of sports, and the simplicity of the rules makes it easy and fun for newcomers to pick-up. Your child will build and develop skills on the field, while learning in a fun teambuilding environment. Taught by TOPS Ultimate coach Alex Hinojosa.

World Music Drumming
Your child will learn the rhythms and techniques of African and Latin drumming while exploring the culture and customs from which the rhythms originated. Taught by Larry Jones.

Yoga
Your child will enjoy calming breathing and easy yoga poses designed to increase well-being, focus, and self-confidence. Taught by Daisy Lukas.

TOPS After School Enrichment is run by Montlake Community Center and its Advisory Council in partnership with the Associated Recreation Council

Seattle Parks and Recreation offers fun recreational activities for people of all ages!
To see what’s happening near you, visit your local community center, or find us online at, Seattle.gov/parks

Help Wanted!
Are you interested in assisting with an Enrichment class or teaching one of your own?
Contact Margo Robb, Program Administrator, for more information!
Margo.Robb@seattle.gov or 206-684-4736.
TOPS K-8
After School Enrichment
Cover Sheet
Spring Class Session: 4/15-6/14
Montlake Community Center: 1618 E Calhoun St. Seattle, WA 98112
Phone: 206-684-4736
Program Administrator: Margo Robb, Margo.Robb@seattle.gov

Student Names: _________________________________________  Parent/Guardian: _________________________________________

Grade and Teacher: _________________________________________  Age/DOB: _________________________________________

Phone Number/s: __________________________________________  Email: ___________________________________________

To sign up online at the Seattle Parks and Recreation website (SPARC), go to https://class.seattle.gov/parks

Make checks payable to City of Seattle

This form must be turned in to the community center; turning it in to the school does not register your child for any class(es).

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Barcode #</th>
<th>Day</th>
<th>Fee</th>
</tr>
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<tbody>
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</tbody>
</table>

Total Due:

After class my child will:

______ Get picked up by approved parent/guardian
______ Goes to Kids Co.
______ Takes Activity Bus
______ My child is 5th-8th grade and can sign themselves out.

_____________________________________________________
Parent signature to allow 5th-8th grade students to sign themselves out.

All students must also turn in a completed E-13 Participant Information and
ACTIVITY BUS
MONDAYS THROUGH THURSDAYS

TOPS has a (free) activity bus that leaves TOPS at 4:45 pm Mondays through Thursdays, starting in mid-October, for families living east or south of TOPS. First preference goes to middle school students, but if there is extra room, younger students are able to utilize the bus as well. Please submit the below form, complete with signature, to the TOPS office as soon as possible. It can take 1-2 weeks for transportation to process requests. Please make sure you have confirmation that your child/ren can ride the bus. Margo Robb, the TOPS Enrichment Program Coordinator, will be in touch with you about eligibility and details. For questions, email her at Margo.Robb@seattle.gov.

Please note that the bus covers a lot of territory and can take a long time. It can be challenging for younger riders.

This is the protocol that buses drivers follow for younger riders:

- Elementary age students are welcomed to ride. The same rules apply to ASAs (After School Activity Buses) as with to and from Transportation.
- K-12 general education students are allowed to get off the without someone there to meet them.
- Stop assignments would follow service standards – K-5 grade students with stops not causing them to cross major or minor arterial streets. And 6-8 grade students able to cross at controlled intersections.
- If a student, of any age, is uncomfortable getting off the bus, the drivers are to keep them on the bus and contact their dispatcher. Our office would then be contacted and we would do our best to make contact with a parent or guardian to have them come meet their student.
- Boundaries for bussing are greater than what is used for "to and from" transportation, but anything outside the transportation zone will be decided on by the Transportation Office on a case-by-case basis.

TOPS 2018-19 ACTIVITY BUS PERMISSION FORM

PLEASE RETURN THIS FORM WITH SIGNATURE TO THE OFFICE. There is no guarantee that your child will be able to ride the activity bus. Please confirm with the Afterschool Program Coordinator, Margo Robb, at Margo.Robb@seattle.gov.

Student name: (print) ________________________________

Homeroom teacher: ____________________________ Student ID: ______________ Grade: __________

My students will ride on (please circle): MONDAYS TUESDAYS WEDNESDAYS THURSDAYS

Address for Activity Bus drop-off: ___________________________ Zip ______________

______________________________ (student’s name) has my permission to ride the TOPS Activity Bus.

__________________________________________________________

Parent/Guardian Signature Date

Work phone: __________________ Home phone: __________________ Cell phone: ______________

Email address ____________________________

*ASA (Afterschool Activity) Buses are funded through OST (Outside of School Time) by the Families and Education Levy; Seattle Parks and Recreation.
# 2019 PARTICIPANT INFORMATION AND AUTHORIZATION FORM

This information is considered confidential and is used only to help staff meet the needs of your child. Please fill out all sections completely (mark N/A if a section does not apply) and sign and initial where indicated. Additional information may be required, including but not limited to immunization records, medical treatment, medication administration instructions and authorization, and special field trip permission. If you have updated information on this form, please contact staff immediately to update.

## PARTICIPANT AND PARENT INFORMATION

<table>
<thead>
<tr>
<th>Child’s Name (First and Last)</th>
<th>Age</th>
<th>□ Boy</th>
<th>□ Girl</th>
<th>□</th>
<th>School</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birthdate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Address</td>
<td>City</td>
</tr>
<tr>
<td>Parent/Guardian Name (First and Last)</td>
<td>Signature</td>
<td>Cell Phone</td>
<td>Other Phone</td>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address (if different than above)</td>
<td>City</td>
<td>Zip Code</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relationship to Child</td>
<td>□ Parent</td>
<td>□ Guardian</td>
<td>□ Foster Parent</td>
<td>Language(s) Spoken at Home</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## GENERAL AUTHORIZATIONS AND INFORMATION

1. My child has previously attended a Seattle Parks and Recreation School Age Care Program. □ No □ Yes – Location: 

2. My child has permission to attend field trips as posted in activity schedule, by means of walking, public bus, department van, yellow bus. (YES) Initial Here (NO) Initial Here

3. My child has permission to participate in swimming and other water activities at Seattle Parks and Recreation facilities, including swimming pools, lifeguarded beaches, boating facilities, and wading pools. Swimming Ability: □ Non Swimmer □ Beginner □ Intermediate □ Advanced (YES) Initial Here (NO) Initial Here

4. I will provide sunscreen and my child may apply it ______ times during the day. (YES) Initial Here (NO) Initial Here

5. Photographs (stills and video) of your child may be used for the City of Seattle, its Department of Parks and Recreation, or Associated Recreation Council or Advisory Council publications. If you DO NOT agree Initial Here _______ (Do NOT use photographs of my child)

6. LEGAL DOCUMENTATION: Information for your child about parenting plan or current restraining order issued by a legal authority in the State of Washington:

   □ YES □ NO Expiration Date: ____________
   If yes, provide copy for child’s program file.

## PARENTING PLAN

<table>
<thead>
<tr>
<th>□ YES</th>
<th>□ NO</th>
<th>Expiration Date: ____________</th>
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<tr>
<td>If yes, provide copy for child’s program file.</td>
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</table>

## RESTRAINING ORDER

<table>
<thead>
<tr>
<th>□ YES</th>
<th>□ NO</th>
<th>Expiration Date: ____________</th>
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<tbody>
<tr>
<td>If yes, provide copy for child’s program file.</td>
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</tbody>
</table>

## EMERGENCY CONTACTS (Also authorized for participant pick-up) Please list secondary contacts if we cannot reach you

<table>
<thead>
<tr>
<th>1) Contact Name (First and Last)</th>
<th>Relationship</th>
<th>Cell Phone</th>
<th>Other Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Phone</td>
<td>Email</td>
<td>City</td>
<td>Zip Code</td>
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<tr>
<td>Address</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>2) Contact Name (First and Last)</th>
<th>Relationship</th>
<th>Cell Phone</th>
<th>Other Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Phone</td>
<td>Email</td>
<td>City</td>
<td>Zip Code</td>
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<tr>
<td>Address</td>
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## PICK-UP AUTHORIZATION AND INFORMATION (MINIMUM AGE 14)

List all individuals authorized to pick up your child. If an individual is not listed, your child will not be released. No voice authorization for pick-up accepted.

<table>
<thead>
<tr>
<th>1) Name</th>
<th>Relationship</th>
<th>Cell Phone</th>
<th>Other Phone</th>
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</thead>
<tbody>
<tr>
<td>Address</td>
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<tr>
<th>3) Name</th>
<th>Relationship</th>
<th>Cell Phone</th>
<th>Other Phone</th>
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<tr>
<td>Address</td>
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## CHILD SIGN-IN AND SIGN-OUT PROCEDURES (WAC 170-297-2125)

The parent or authorized person to take the child to and from the program site shall sign-in the child on arrival and sign-out the child at departure using a full, legal signature. When the child leaves the program site to attend school or other off-site activities as authorized by the parent, staff shall sign-out the child and sign in the child upon return to the program.

(Supplemental Forms: B-41, B-42, Form A, F)
MEDICAL HISTORY AND AUTHORIZATION INFORMATION

My child experiences the following: [ ] CHECK all that apply or [ ] None. Additional forms are required prior to your child attending if medical conditions are checked. Providing this additional information will help us to ensure your child has a positive experience. Efforts will be made to provide reasonable accommodation in accordance with the Americans with Disabilities Act.

[ ] NONE [ ] ADD [ ] ADHD [ ] Allergies [ ] Asthma
[ ] Autism Spectrum Disorder [ ] PTSD [ ] Behavior Disorder [ ] Diabetes [ ] History of Seizures
[ ] Hearing Impairment/Deaf [ ] Visual Impairment [ ] Learning Disability [ ] Physical Disability [ ] Dev. Disability
[ ] Sensory Processing Disorder/Integration Disfunction [ ] Mental Disability [ ] Type: __________________________

My child has the following behavioral issues which staff should be aware: [ ] None I handle these behaviors in the following way:

Unless you have religious objections, we cannot allow your child to participate without the following authorizations. If you have religious objections, please submit a written statement of those objections. A MEDICAL TREATMENT AUTHORIZATION Form signed by a physician is required for any medication taken or administered while in a Seattle Parks and Recreation, Associated Recreation Council or Advisory Council program. Forms are available at each facility.

Child’s Name (First and Last) ___________________________ Age _______ Birth Date __________

Medical Provider (First and Last) ___________________________
Address, City, Zip Code ___________________________
Phone ___________________________
Date of Last Physical Exam: Month _______ Year _________

Dental Provider (First and Last) ___________________________
Address, City, Zip Code ___________________________
Phone ___________________________
Date of Last Dental Exam: Month _______ Year _________

If you do not have a medical provider, in case of injury or incident, what is your plan: ___________________________

If you do not have a dental provider, in case of injury or incident, what is your plan: ___________________________

Preferred Hospital for Treatment: ___________________________

I authorize the administration of all medical, dental, and surgical examinations, operations, treatment, and all related care, including emergency or ambulance transportation and the administration of drugs, tests, anesthesia and blood transfusions to the above-named minor when a physician or dentist at the treating medical facility deems those procedures necessary for emergency treatment. I consent to the release of medical report(s) to any doctor or agency and consent to the admission of the above-named minor person to the hospital. I understand that the City of Seattle, its Department of Parks and Recreation, Associated Recreation Council, Advisory Councils, the Community Center, and their officers, employees, and volunteers assume no financial obligation or liability in case of my child’s accident or illness. I also assume full financial responsibility for emergency treatment for my child.

INITIAL HERE __________

PARENTAL CONSENT, RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT

IN CONSIDERATION of my minor child (“the Minor”) being permitted to participate in any way in the EVENT(S), I agree:

I know the nature of the EVENT(S) and the Minor’s experience and capabilities, and believe the Minor to be qualified to participate in the Event(s). The Minor and I will inspect the premises, facilities, and equipment to be used or with which the Minor may come in contact to ensure it is safe to our satisfaction. I have spoken with the Minor about the dangers of the activities and the fact that the Minor could—for a variety of known, unknown, foreseeable and unforeseeable reasons, including negligence of the City of Seattle, its employees and volunteers, officers and agents—be seriously injured. In extreme cases, such injuries could include permanent disability, paralysis or even death (“risks”). Even understanding these risks I consent to the Minor’s participation in the Event(s) and assert that the Minor is willing to participate in the event.

I accept and assume all risks, and assume all responsibility for the losses, costs and/or damages following an injury related to the Event(s), including disability, paralysis or death, even if caused in whole or in part by the negligence of the following releasees: the City of Seattle, its employees and volunteers, officers and agents. My acceptance of these risks includes releasing and agreeing not to sue the releasees. I also agree to indemnify and save and hold harmless the releasees and each of them from any and all litigation expenses, attorney fees, loss, liability, damage, or cost they may incur due to a claim made against any of the releasees identified above based on an injury to the Minor, whether the claim is based on the negligence of the releasees or otherwise and whether the claim is made by me, is made on behalf of the minor, or is otherwise made.

_________________________ ___________________________ ___________________________
Signature of Parent or Guardian Printed Name of Parent or Guardian Date