



## Wee Place/Kid Zone Information Form

Childs Personal Information				
<b>Childs Name</b>	Gender	Age	Birth Date (MM/DD/YY)	Nickname
Childs Home Address (Street, City, Zip)		Home Telephone		
Brief physical description of child (hair color, eye color, height, weight, distinguishing marks)				

Parent's / Guardian's Information	
<b>Mother or Legal Guardian's Name</b>	Email Address
Home Address (if different) (Street, City, Zip)	Home Telephone (if different)
Cell Phone	Work Phone
<b>Father or Legal Guardian's Name</b>	Email Address
Home Address (if different) (Street, City, Zip)	Home Telephone (if different)
Cell Phone	Work Phone

Emergency Contact Information			
Contact Name	Relationship to Child	Address (Street, City, Zip)	Telephone
Contact Name	Relationship to Child	Address (Street, City, Zip)	Telephone

Child Release List
Identify additional authorized individuals who have permission to pick up your child from Kid Zone other than the guardians and emergency contact:

All individuals picking up a child must present a current form of photo of ID or CRC membership card. Child must be checked in and checked out by the same person.

Childs Health History
Please list and describe any allergies, medication, physical conditions, disability, dietary modification, or social behavior issues the CRC should be aware of, including chorionic health problems (if none please note N/A): <b>Note:</b> Staff will not administer Epi Pens. 911 will be called in case of emergency:

## **EXHIBIT 5**

### **NEW MEMBER CHECKLIST**

1. \_\_\_\_\_ Verify proof of residency –State driver’s license and current water bill or City of Crowley property tax statement
2. \_\_\_\_\_ Obtain signed and completed membership application. Make sure liability waiver on the back of the application is signed.
3. \_\_\_\_\_ Obtain voided check, if setting up monthly electronic drafts (ACH).
4. \_\_\_\_\_ Obtain and review completed ACH form. Verify member’s bank information; account and routing number, name, address etc.
5. \_\_\_\_\_ Contact Manager for Corporate membership account set up.
6. \_\_\_\_\_ Enter complete application and ACH information in RecTrac. Verify information is accurate and complete.
7. \_\_\_\_\_ Collect first month’s payment in the form of cash, check or credit card.
8. \_\_\_\_\_ Thank the new member for joining the Rec and follow up with any other information they may need.