



Paul Nigra Center for Creative Arts

2736 State Highway 30  
Gloversville, NY 12078  
(518) 661-9932

## **Parent Information Packet**

Please fill out this form with your child's most current medical information. Please complete a separate form for each child attending the Paul Nigra Center for Creative Arts' Kids Art Programs.

### **Emergency Contact Information**

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

Parent/Guardian Names

\_\_\_\_\_

Address

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \*

\_\_\_\_\_

\*Receive email updates from the Arts Center!

Phone Number (Home) \_\_\_\_\_

(Emergency) \_\_\_\_\_

Other Adults Approved for Pick-up

\_\_\_\_\_

\_\_\_\_\_

For your child's safety, any adult picking up the child will be asked to show a photo ID each time the child is picked up. Thank you in advance for your cooperation.

### Medical Information

Check any that apply and elaborate. Please attach extra explanation if necessary.

- |  |   |
|--|---|
| <input type="checkbox"/> Food Allergies          | <input type="checkbox"/> Asthma               |
| <input type="checkbox"/> Environmental Allergies | <input type="checkbox"/> Heart Trouble        |
| <input type="checkbox"/> Epilepsy                | <input type="checkbox"/> Seizures             |
| <input type="checkbox"/> ADD/ADHD                | <input type="checkbox"/> Dietary Restrictions |
| <input type="checkbox"/> Diabetes                | <input type="checkbox"/> Other                |

Comments

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**If your child has a severe food allergy, please contact Maria Nestle at (518) 661-9932 well in advance of the days/weeks they are scheduled to attend our program. We will work together to ensure a safe experience for your child.**

Does the child carry an Epi-Pen?

Yes

No

Does the child have any special needs (learning differences, behavioral concerns, phobias, etc.)?

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**\*In the event that your child requires enhanced staffing for safety purposes, please inquire by phone (518) 661-9932 for additional fees.\***

### Photo Release

I hereby grant permission to the Paul Nigra Center for Creative Arts and its employees, agents, and assignees to photograph my child or use their picture for purposes of advertising, publicity, trade, or otherwise, as still photographs, transparencies, motion pictures, television, web images, or other media or means of reproduction, transmission, or exhibition. I release the Paul Nigra Center for Creative Arts, its employees, agents, associates, successors, and assignees from any and all claims for damages or compensation for any claims based on the use or sale of said materials. I hereby waive the right to inspect, approve, or edit said material.

Yes, I do.

No, I do not.

## Liability Release

I believe the information provided above is a complete and accurate statement of the physical and behavioral factors which may affect my child's participation in activities at the Paul Nigra Center for Creative Arts. I hereby grant permission for my child to take part in Kids Art Program sponsored by the Paul Nigra Center for Creative Arts. I also agree, on behalf of myself or my child, not to make any claims of any kind against the Paul Nigra Center for Creative Arts or any of its employees or agents for any loss or injury that my child might sustain while engaged in the Kids Art Program. I authorize staff at the Paul Nigra Center for Creative Arts to carry out any minor treatment and/or medical staff to provide any treatment deemed necessary for the well-being of my child.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## KIDS ART PROGRAM RULES, DISCIPLINARY POLICY, & RELEASE FORM

Child's Name \_\_\_\_\_ KIDS ART PROGRAM RULES & DISCIPLINARY POLICY

The Paul Nigra Center for Creative Arts is dedicated to providing an outstanding art program in a safe and nurturing environment for everyone. To achieve this goal, children are expected to behave appropriately. The staff will use a positive approach and will seek parental support to resolve behavior issues and to encourage positive behavior. Participants who remain disruptive after consultation with the parents may be dismissed from the program. Please go through the Kids Art Program Rules & Disciplinary Policy with your child so that he/she fully understands the expectations. All program and expectations will be reviewed with your child on the first day of the program as well.

### Kids Art Program Rules:

- When child arrives, he/she will check in with his/her Group Leader (assigned on the first day). A child will leave the program area only in the company of someone authorized to pick him/her up. The "authorized" pick-up person will go to the Group Leader to check out the child. List "authorized" names on the Registration Form.
- Children must be signed in and out each day by a parent or guardian. We understand that occasionally things go wrong, so if you realize that you will be late in picking up your child, please call the Nigra Arts Center at (518)661-9932 to alert our staff. This will allow staff to reassure children and prevent unnecessary worry.
- Please do not send your child to the program with cell phones or other electronic devices. Children are allowed to bring cell phones designated for emergency use only, but will be asked to keep them off during scheduled program sessions.
- Children will need to bring a lunch, water bottle and a snack each day. Lunches will be not be refrigerated but microwaves are available for warm ups. Please take this into consideration when packing lunches.
- We recommend that children wear shoes and clothing suitable for outdoor activities. Please remember that we are an Arts Center, so our programs can get messy!
- All children are expected to show respect to other children, staff, group leaders, and session leaders and cooperate fully with instructions.

- All children are expected to communicate in appropriate manner. Do not use foul language or gestures, harsh words or tone of voice.
- Nigra Arts Center staff are always here to answer questions about our kids art programs. If you have questions, comments or concerns, please contact our director, Maria Nestle, at (518)661-9932.
- Horseplay, unwelcome teasing or deliberately causing bodily harm are not acceptable and will not be tolerated. We have a zero tolerance bullying policy.
- All children are expected to use program equipment, supplies, and facilities properly. Children will be fully responsible for their actions and understand that irresponsible behavior will result in disciplinary action.
- All children are expected to abide by regulations made known by the Paul Nigra Center for Creative Arts.

**Disciplinary Policy:**

- For the benefit of all children, it is important that they behave appropriately. The following progressive steps are taken in the event of discipline concerns:
  1. The child will receive a verbal warning and a reminder about program rules.
  2. The child will be asked to leave the area and will speak to the program director about the consequences of their actions and they will together contact parent/guardian.
  3. The parent/guardian of the child will be contacted and the child will not be allowed to return to the program. No refunds will be issued if a child is asked to leave.

Signature of child \_\_\_\_\_ Date \_\_\_\_\_ (By signing this I verify that I have read, understand and will follow the Kids Art Program Rules.)

RELEASE STATEMENT: I acknowledge that there are natural hazards associated with program activities. I hereby affirm that my child is in good health and physically capable of performing the required activities of the program. In consideration of the Paul Nigra Center for Creative Arts accepting my child and to the extent permitted and provided by state law, I hereby release and forever discharge the Paul Nigra Center for Creative Arts, its units, agents and employees from all claim of liability for any damages or injuries which may be sustained while my child is attending program.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE NOTE: In order to finalize your registration, payment must be made in full. This form needs to be completed and returned to the address below prior to the start of the program or on the first day of the program. Your child may not attend program without a completed release form.**

Paul Nigra Center for Creative Arts  
 Attention: Maria Nestle  
 2736 State Highway 30  
 Gloversville, NY 12078  
 Phone: (518) 661-9932  
 Fax: (518) 661-6697  
[nestlem@thearclexington.org](mailto:nestlem@thearclexington.org)