



REGISTRATION PACKET 2010-2011

for

THE SPOT

AT FISHER MIDDLE SCHOOL

GENERAL INFORMATION

**IMPORTANT: PLEASE READ THIS ENTIRE REGISTRATION PACKET including
The Financial Information Sheet, The Spot Billing Policy and The Late Start & Minimum Days Policy**

IMPORTANT CONTACT INFORMATION:

THE SPOT @ FISHER MIDDLE SCHOOL	BOOKKEEPER, MICHAEL ABADY	395-2918
PHONE & FAX 408-335-2338	BOOKKEEPER, FAX	395-3828
17000 ROBERTS RD.	BOOKKEEPER, E-MAIL	michael@lgsrecreation.org
LOS GATOS, CA 95032	ESS COORDINATOR, REBECCA SWANSON	354-8700 x237
fisherspot@lgsrecreation.org		

HOURS OF OPERATION: (Regular School Days Only)

Morning Hours: 7:00-9:26 AM Monday, 7:00-8:30 AM Tuesday-Friday. Afternoon Hours: 3:00-6:00 PM.

THE SPOT:

Thank you for your interest in placing your child in The Spot program. The Spot Program provides a secure, well-supervised environment in which middle school students may be enrolled on a drop-in basis and/or tuition program on days school is in regular session. LGS Recreation offers The Spot conveniently located on the campus of Fisher Middle School. We work in close cooperation with our local school districts and are able to share many spaces such as cafeterias, fields, and libraries. Our goal is to provide a high quality, professionally operated environment and to create a "home away from home" atmosphere of warmth, caring and enrichment for the students enrolled.

ELIGIBILITY:

Students must be enrolled in the Los Gatos School District or have an approved inter-district application on file. Students who are currently attending The Spot who are not district residents or do not have an inter-district application on file will be grandfathered in and allowed to stay in the program.

ENROLLMENT:

A completed enrollment packet is required **prior** to your child attending The Spot. New forms must be filled out each school year. The only person who may alter the forms is the parent/guardian who originally signed them.

The enrollment packet consists of:

1. Enrollment Form: 1 per family
2. Emergency Page: 1 per participant
3. Late Start 7 Minimum Days Policy Acknowledgement
4. Registration Fee: **Fee is per family, per year and will be assessed after enrollment – please do not pay until billed.** Registration received before the first day of school is free! After school begins, there is a one time non-refundable registration fee of \$10.00 per family.

Submit completed enrollment packet:

- during summer break to Bookkeeper at LGS Recreation
- once school begins to The Spot Staff at The Spot

If any information or forms are missing, your enrollment packet will be returned.

Continued on reverse →

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THE SPOT AT FISHER MIDDLE SCHOOL
GENERAL INFORMATION

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LOSS OF THE SPOT PRIVILEGES:

IMPORTANT

LGS Recreation reserves the right to permanently deny your family use of the The Spot, at the discretion of the Recreation Director, based on any of the following criteria:

1. Account is delinquent two or more times.
2. Repeatedly (more than two days) sending your child to The Spot while having a delinquent account. (Verbal or written notification not to send your child will be issued when an account becomes delinquent.)
3. One or more returned checks or returned auto-pays.
4. Someone who currently has or had an account in collection.
5. More than two late pick-ups in a month.
6. Child or guardian repeatedly fails to observe The Spot rules and procedures.
7. If child is ill, suspended, or absent from school they will be considered absent from The Spot and not allowed back until reinstated at school.
8. If child is suspended from The Spot, they are automatically suspended from all Recreation programs.
9. At the discretion of our staff, the guardian or authorized adult may be asked to pick up their child because of behavior or illness. The adult must respond within a reasonable time or the child may be suspended on subsequent days.

“Building a Healthy Community through enrichment, innovation and fun!”



LATE START & MINIMUM DAYS POLICY

THE SPOT AT FISHER MIDDLE SCHOOL

ELIGIBILITY:

For the 2010-2011 school year, Late Start Days at Fisher Middle School are scheduled for every Monday.

Due to high numbers of participants on Late Start & Minimum Days and to properly staff these days, we must limit the number of participants who can attend. Attending The Spot on Late Start & Minimum Days is on a space available basis, with priority given to those students enrolled in the Tuition plans. Please see your school calendar for specific dates. Space will be limited to ensure the staff to student ratio is correct so we can provide a safe environment and quality program. Participants must have a completed Emergency Page and Enrollment Form on file before they can attend Late Start & Minimum Days.

IF YOU ARE ON TUITION: Please refer to the Financial Information page in this packet under Tuition.
It will explain that:

- Students on Before School Tuition are automatically signed up for Late Start Days.
- Students on Afternoon Tuition are not automatically signed up for Late Start Days. Students on Afternoon Tuition who wish to attend The Spot before school on Late Start Days may attend if space is available and by paying the Before School Drop-In Rate.
- Students on Afternoon Tuition are automatically signed up for Minimum Days on their regularly scheduled tuition day. Students who wish to attend The Spot on their non-tuition days may attend if space is available, by pre-registration and by paying the Afternoon drop-in rate.

IF YOU ARE ON DROP IN: Please refer to the Financial Information page in this packet under Drop-In.
It will explain that:

- Students will be allowed to attend on Late Start Days ONLY if there is space available and by paying the Before School Drop-In Rate.
- Students will be allowed to attend on Minimum Days ONLY if there is space available, by pre-registrations and by paying the Afternoon Drop-In Rate.

ENROLLMENT:

To Register: Registration is on a space available basis, with priority given to those students enrolled in the Tuition plans. We cannot register over the phone; however, a letter or email will be accepted if space is available.

To Cancel: Cancellation requests given to The Spot Coordinator up to three school days prior to the Late Start or Minimum Day will be accepted. Cancellation requests must be initialed by The Spot Coordinator or you may be charged for the block of time. **ALL CANCELLATIONS MUST BE IN WRITTEN FORM AND GIVEN TO THE SPOT COORDINATOR.**

Please Note: Once you have registered, you will be billed for the hours whether or not your child attends that day, unless you have cancelled the appropriate way.

Please make sure you remind your child to go to The Spot on Late Start and/or Minimum Days if they are registered.

FEES:

- ❖ Tuition students: For students on the Before School Tuition plan, Late Start Days are included in the \$94 Monthly Rate. For students on the Afternoon Tuition plan, Minimum Days are included in the Monthly Rate for days your child is enrolled.
- ❖ Drop In students for Late Start Days: Drop In students will be charged \$8.50 on your regular monthly bill per Late Start Day.
- ❖ Drop In students for Minimum Days: Drop in students will be charged \$16.00 on your regular monthly bill per Minimum Day,

*****PLEASE READ CAREFULLY*****

Penalty Fee: (Applies for both Tuition & Drop In) There is a \$75.00 charge per child if your child shows up at The Spot without pre-registering, **PLUS** the Afternoon Drop In rate.



THE SPOT BILLING POLICY 2010-2011

MONTHLY BILLING:

Signing "In" and "Out" of The Spot Procedure

- Participants are responsible for signing themselves in and out of the program under the supervision of a staff member. A staff member will input the data into the computer system for billing records.
- Once a participant signs in we will charge a one-day fee, even if your participant stays a short time. **There is no grace period.**
- **If your child has not been properly signed-out, you will be billed until the closing time of The Spot (6:00 PM).**

It is your responsibility to review your invoice each month and contact the Bookkeeper if you feel there are any incorrect charges. After three months all charges will be considered accepted and final, no adjustments will be made. Change of address must be completed and returned to The Spot. LGS Recreation is not responsible for lost mail!

If you have not received your invoice by the 5th of the month, it is your responsibility to contact the Bookkeeper at 408-395-2918 for your balance due so you can pay by the due date.

PAYMENTS:

Payment is due upon receipt and not later than the due date specified on the invoice. **IMPORTANT: June billing is due on June 30th.** Your account must be paid in full by the end of June. Payments will not be accepted at the school office or at The Spot. Please mail, charge by fax, or hand deliver your payments to the Recreation Office at 123 E Main St in Los Gatos. If you feel your payment has been lost in the mail, please call the Bookkeeper to verify non-receipt before placing a stop payment with your bank. Period Time Detail printouts are available for your review by appointment only at the Recreation Office.

FOR YOUR CONVENIENCE, YOU MAY NOW AUTHORIZE US TO AUTOMATICALLY DEBIT YOUR CHECKING ACCOUNT ONLY (on or about the 10th of the month) FOR ALL MONTHLY PAYMENTS. Please see Authorization Agreement.

REGISTRATION FEE:

Fee is per family, per year and will be assessed after enrollment – please do not pay until billed. Registration received before the first day of school is free! After school begins, there is a one time non-refundable registration fee of \$10.00 per family.

Mail or turn in Enrollment Form and Emergency Page together when registering.

LATE PICK UP FEE:

\$20.00 per participant fifteen minutes (or any portion thereof) for each participant beyond The Spot's closing time (6:00 PM). **The police/social services will be contacted if participant is left unattended one hour after The Spot's closing time.**

LATE FEES:

A non-refundable late payment fee of 10% of the **UNPAID BALANCE** will be charged if your payment is not **RECEIVED** by the due date. All accounts are considered delinquent after the due date specified on the invoice. Special arrangements must be made prior to the due date by contacting the Bookkeeper at 408-395-2918. LGS Recreation reserves the right to deny requests for special arrangements.

RETURNED CHECKS AND RETURNED AUTO-PAYS:

A \$20.00 fee will be charged for returned checks or returned auto-pays. Payment on returned checks or returned auto-pays must be made by money order or cashier's check delivered to the Bookkeeper at the LGS Recreation office. Returned checks or returned auto-pays are not redeposited. **Failure to make payment on returned checks or returned auto-pays will result in loss of The Spot privileges until payment is made.**

OVERDUE ACCOUNTS:

The Bookkeeper or The Spot staff will attempt to notify you (by notice or by phone) if your account is in jeopardy. You will receive (2) late payment notification letters. A final Collections letter will be mailed if we are unsuccessful with the first two. Once you are sent to Collections your child(ren) will no longer be able to attend The Spot.

OVERDUE ACCOUNTS OF 61 DAYS OR MORE WILL BE SENT TO COLLECTIONS AND CHILD(REN) WILL NO LONGER BE ABLE TO ATTEND THE SPOT.



THE SPOT

RULES AND REGULATIONS

1. Language and Personal Behavior
 - Participants are expected to use appropriate language at all times.
 - Participants are responsible for their own personal behavior.
 - Any participant not following personal language and behavior guidelines could be asked to leave and/or receive suspension and/or expulsion from the program.
2. Phone Use
 - Cell phones are to be used for emergency and ride home information.
 - Any unauthorized use of a cell phone during The Spot hours will result in the phone being held by a staff member until the participant goes home.
 - Use of The Spot phone is strictly for emergency or ride home information.
 - Cell phones must be turned off at all times while participating in The Spot programs.
3. Mandatory Respect for Staff, Property, and Other Spot Members
 - Anyone not respecting staff, property, and/or other Spot members will be asked to leave and/or receive a suspension and/or expulsion from the program.
 - Any property damage to The Spot and/or equipment will result in those individuals who caused the damage to pay for those items.
 - Backpacks and other personal belongings are the participant's responsibility. The Spot is not responsible for storing personal belongings and is not responsible for lost or stolen items.
4. Dress Code
 - Dress code follows the school policies.
 - Shoes must be worn at all times.
 - Please dress appropriately for the activities and events.
 - The Spot is not responsible for lost or stolen clothing articles.
5. All Drop In Students:
 - Must pre-register for Minimum Days.
 - Must sign up for all trips, activities, and events that are off campus before showing up the day of event; showing up without signing up can result in the participant not being allowed to participate in event.
 - It is very helpful to us if you let our staff know what days your child will be attending The Spot.
6. Any physical violence, threat, or aggression toward staff or another Spot member will automatically result in expulsion from The Spot program.
7. Participants involved in Homework Center will keep a homework log. This is a tracking record of the participant's progress in the homework sessions and is available upon request. The Spot staff will provide a quiet working environment, as well as assistance their work. The Spot staff is not responsible for forcing the participants to do their homework or making them attend Homework Center.
8. The Spot Rules are posted on site and must be followed.
9. Photo Release: LGS Recreation will take photographs of students in The Spot program using all types of media including, but not limited to, print, digital and video. LGS Recreation will use this media for marketing and training purposes only.

RELEASE, WAIVER, AND ASSUMPTION OF RISK: *The undersigned, in consideration of participation in this program agrees to indemnify and hold the LGS Recreation, its contractors, employees and volunteers harmless and release LGS Recreation, its contractors, employees and volunteers from any and all liability for any injury which may be suffered by the named individual(s) registered in this program, arising out of, or in any way connected with participation in this program. I have read the above application and agreement, and fully understand that I assume all risks for any injuries received.*

Participant Signature _____ Date _____ Parent/Guardian Signature _____ Date _____



Universal Behavior Management Program

Our goal is to provide a healthy, safe and secure environment for all participants. Participants are responsible for their own behavior. However, if there is an incident or situation that needs to be addressed, the following is a Behavior Management Program, which is designed to assist the children in making positive choices.

BEHAVIORS REQUIRING GUIDANCE: *(but not limited to)*

Behavior that is disruptive to classroom management

Aggressiveness (Physical and/or Mental)
Property Damage or Theft
Extortion
Willful Defiance of Staff
Possession of Controlled or Toxic Substance
Leaving the Clubhouse Site/Classroom Premises without Permission
Vulgar or Obscene Behavior/Language
Possession of Weapons

PROGRESSIVE DISCIPLINE GUIDELINES:

1. Verbal Guidance
2. Time to Think
3. Develop Behavior Management Plan with Parents (Conference)
4. Suspension of Childcare/EI Programa Espanol/Enrichment Services and Probation Period Established
5. Termination of Services

The Program Supervisor may suspend the participant from the program for up to five days.

On situations that are considered an emergency, i.e., a perceived threat to persons or property or extreme disruption of the program, one or more steps in the Progressive Discipline Guidelines may be skipped at the discretion of the Program Supervisor. Please review the Appeals process below.

APPEAL OF DECISION PROCESS:

Steps of the Appeal Process

All steps must be followed in the order listed. Appeals must be made no later than thirty (30) calendar days from the date of the suspension and/or termination of childcare/EI Programa Espanol services. Failure to do so will result in the denial of the appeal. Appeals must include:

- Parent/Guardian's Name
- Participant's Name
- Mailing Address
- Telephone Number
- Child's Site Location
- Reasons for Appeal
- Any other information

Step I. Appeal must be made in writing to the Program Supervisor. Appeals made over the telephone will not be considered. The appeal must be hand-delivered to the center. The Program Supervisor will contact you via telephone and in writing within 10 working days from receiving the appeal with a decision.

Step II. If the parent/guardian wishes to appeal the decision of the Program Supervisor, they may submit an appeal to the Recreation Supervisor at LGS Recreation. Appeals made over the telephone will not be considered. The Recreation Supervisor will contact you via telephone and in writing within 10 working days from receiving the appeal with a decision.

Step III. If the parent/guardian wishes to appeal the decision of the Recreation Supervisor, they may submit an appeal to the Director of LGS Recreation. Appeals must be made in writing and delivered to LGS Recreation. Appeals made over the telephone will not be considered. The Director will contact you via telephone and in writing within 10 working days from receiving the appeal with a decision. The decision of the Director shall be final.



FINANCIAL INFORMATION 2010-2011 THE SPOT AT FISHER MIDDLE SCHOOL TUITION PROGRAMS

Changes in tuition may be made during the school year in accordance with changes in school schedules. **All rates subject to change.** Reduced rates are available for families who show financial need; call the Bookkeeper at 408-395-2918 for more details.

- **Registration Fee:** A one-time, non-refundable registration fee will be required per family per school year. Mail or turn in Enrollment Form and Emergency Page together when registering. **Do not include payment. You will be billed for the registration fee per family per school year.**
 - Registration received before the first day of school is free!
 - After school begins, there is a one time non-refundable registration fee of \$10.00 per family.
- **Tuition is based on 180 school days, divided into 10 equal monthly payments.**
- **Minimum Days:** Please refer to the Late Start & Minimum Days Policy included in this registration packet and posted on the LGS Recreation website.
 - **Students on Before School tuition are not automatically signed up for minimum days. Students on Before School tuition who wish to attend The Spot after school on minimum days MUST pre-register (if space is available) and pay the Afternoon drop-in rate. Pre-registration is on a first come, first served basis.**
 - **Students on Afternoon tuition who have minimum days as one of their scheduled tuition days are automatically signed up for minimum days on their scheduled days. Students who do not have minimum days as one of their scheduled tuition days who wish to attend The Spot after school on minimum days MUST pre-register (if space is available) and pay the Afternoon drop-in rate. Pre-registration is on a first come, first served basis. *Penalty Fee:* There is a \$75.00 charge per child if your child shows up at The Spot without pre-registering, **PLUS** the Afternoon drop-in rate.**
- **Late Start Days:** Please refer to the Late Start Days Policy included in this registration packet and posted on the LGS Recreation website. It will explain that:
 - **Students on Before School Tuition are automatically signed up for Late Start Days.**
 - **Students on Afternoon Tuition are not automatically signed up for Late Start Days. Students on Afternoon Tuition who wish to attend The Spot before school on Late Start Days may attend if space is available and by paying the Before School Drop-In Rate.**
- **No money up front:** You will receive an invoice at the end of each month for the amount of your contract. It will include the tuition fee and any additional fees beyond the contracted time.
- **Changes in your schedule:** Changes must be submitted on The Spot Change Form to The Spot Coordinator with a 30-day notice. You may change your schedule once at no cost. Additional changes will be \$10.00 each change. **Schedule changes are made at the beginning of our billing cycles only.** The start of each billing cycle is approximately the middle of the month. Check with The Spot Coordinator for specific calendar dates.
- **No credit:** For missed days or early pick up days.
- **First Month Billing:** You will be billed the full month's tuition regardless of when your teen was enrolled/signed-up.

Days per Week	Afternoon Tuition Monthly Rate	Afternoon Drop In Rate	Before School Tuition Monthly Rate	Before School Drop In Rate
5	\$230	\$16 Per Afternoon	\$94 Monthly Rate	\$8.50 Per Morning
4	\$207			
3	\$160			
2	\$110			
Circle Days of Week Needed →	M T W TH F			

DROP-IN SERVICE

Enrollment for drop-in care is available for recreational, occasional and emergency use.

- **AFTERNOON DROP IN: \$16.00 PER AFTERNOON** per participant for any non-tuition use of The Spot.
- **BEFORE SCHOOL DROP IN: \$8.50 PER MORNING** per participant for any non-tuition use of The Spot.

- **Minimum Days: DROP-IN STUDENTS MAY BE ALLOWED TO ATTEND MINIMUM DAYS ONLY IF SPACE IS AVAILABLE AND BY PRE-REGISTRATION.** Pre-registration is on a first come, first served basis. Fee is based on the Afternoon drop-in rate. *Penalty Fee:* (Applies for both Tuition AND Drop-In) There is a \$75.00 charge per child if your child shows up at The Spot without pre-registering, **PLUS** the Afternoon drop-in rate.. For complete information see Minimum Days Policy included in this registration packet and posted on the LGS Recreation website.
- **Late Start Days: DROP-IN STUDENTS MAY BE ALLOWED TO ATTEND THE SPOT ON LATE START DAYS ONLY IF SPACE IS AVAILABLE.** Fee is based on Before School Drop In Rate. For complete information see Late Start Days Policy included in this registration packet and posted on the LGS Recreation website.
- **No money up front:** You will receive an invoice at the end of each month for the amount of drop in hours and any additional fees you have accrued.

Please contact the Clubhouse Bookkeeper at (408)395-2918 if you have any questions.

“Building a Healthy Community through enrichment, innovation and fun!”



ENROLLMENT FORM

The Spot Use Only-
Staff cannot alter contract

THE SPOT AT FISHER MIDDLE SCHOOL

Date Entered

Initials

School Year: 2010-2011

ONE FORM PER FAMILY

Participant's First Name: Age: Male or Female

Participant's Last Name: Grade: Birth Date:

Select One Service: Tuition or Drop In

TUITION CUSTOMERS - CIRCLE CHOICES:

Before School Tuition Note: Before School Tuition is offered as a flat monthly rate for any/all days
Afternoon Tuition 2, 3, 4 or 5 days Days: M T W Th F pick up time: 6:00 pm

Participant's First Name: Age: Male or Female

Participant's Last Name: Grade: Birth Date:

Select One Service: Tuition or Drop In

TUITION CUSTOMERS - CIRCLE CHOICES:

Before School Tuition Note: Before School Tuition is offered as a flat monthly rate for any/all days
Afternoon Tuition 2, 3, 4 or 5 days Days: M T W Th F pick up time: 6:00 pm

Participant's First Name: Age: Male or Female

Participant's Last Name: Grade: Birth Date:

Select One Service: Tuition or Drop In

TUITION CUSTOMERS - CIRCLE CHOICES:

Before School Tuition Note: Before School Tuition is offered as a flat monthly rate for any/all days
Afternoon Tuition 2, 3, 4 or 5 days Days: M T W Th F pick up time: 6:00 pm

CUSTODIAL PARENT/GUARDIAN #1

CUSTODIAL PARENT/GUARDIAN #2

Table with 2 columns for Custodial Parent/Guardian #1 and #2, and rows for First/Last, Street Addr, City,State,Zip, Hm phone, Cell phone, Employer, Work phone ext., and Email.

Marital Status: Custody Information:

AGREEMENT TO ACCEPT FINANCIAL RESPONSIBILITY FOR PAYMENT AND TO ABIDE BY THE SPOT POLICIES: I understand and agree that it is my responsibility to read and comply with The Spot Rules and Regulations included in this registration packet and posted on the LGS Recreation website. I understand and agree to accept financial responsibility for the payment of The Spot invoice as submitted by LGS Recreation. I understand and agree it is my responsibility to keep my account paid up to date, and that failure to keep my account current may result in participant(s) being denied access to The Spot program and my account being sent to collection. In addition, I have read The Spot Billing Policy, Financial Information Sheet and Late Start Days Policy included in this registration packet and posted on the LGS Recreation website, and agree to accept all terms and conditions as outlined in these items. I understand The Spot Enrollment Form, Emergency Page and Late Start Days Policy Acknowledgement must be on file with The Spot prior to my teen attending The Spot program. I further understand and agree that my failure to comply with the policies and procedures will result in either denial of this application or loss of privileges for my participant(s) to attend LGS Recreation programs.

Signature of Custodial Parent/Guardian

Date



THE SPOT AT FISHER MIDDLE SCHOOL

EMERGENCY INFORMATION

Student's Name _____ Grade _____

Student's cell phone _____ (optional)

Parent Information:

Name: _____ Cell#/Pager# _____

Name: _____ Cell#/Pager# _____

Work phone # _____

Home phone# _____ *Email _____

Custody Information

*Please attach documentation that is necessary for staff to be aware of any custody arrangements.

*Please list at least two people who are authorized to pick up or be contacted if your student is unable to remain at The Spot due to illness, injury, or other needs and you cannot be reached.

Name _____ Phone# _____

Name _____ Phone# _____

Please list student's special health needs, medications, allergies and/or diet. All medications that must be taken at The Spot must be authorized by a physician. _____

I give my child permission to view PG and PG -13 movies while participating in events at THE SPOT. This permission slip is granting permission for the whole school year, and is a standing document that all movies are considered approved acceptable for your child to view under the above ratings.

Parent/Guardian Signature _____ Date _____

PARTICIPANT CHECK OUT

There are two choices below for your child to be checked out of The Spot. Please check one box that applies to your individual needs and sign below. The Spot is responsible for participants once they check into the program.

PLEASE CHOOSE EITHER OPTION 1 OR OPTION 2

OPTION 1:

[] Yes, my child needs to check in within 10 minutes after school ends or their last class is over every tuition day and must be picked up by an authorized contact, parent, or guardian. (ID will be required of authorized contacts in order to be able to pick up child.) There is a charge for late pick-ups (reference The Spot Billing Policy).

Parent/Guardian _____ Date _____

OPTION 2:

[] Yes, my child needs to check in within 10 minutes after school ends or their last class is over every tuition day and my child may check out of The Spot program after _____pm. (Please put in a designated time in the blank for your child to leave the program. If you put "any" this means that it is ok for your child to leave anytime during The Spot hours). NOTE: It is the participant's responsibility to sign/check themselves out of The Spot after the designated time you have chosen.

This means that the registered participant will no longer be under Recreation Supervision and LGS Recreation will not be liable for the actions or whereabouts of the above named participant. This form releases LGS Recreation from responsibility for the participant once they have checked themselves out of The Spot program. Please note that once a participant checks themselves out they may not return to The Spot.

Parent /Guardian _____ Date _____

