

Children's School

Registration Information & Required Form

Pages 1 and 2: Registration information and instructions
Page 3: General information about our program
Page 4: **Required Form – must be completed**

For a child to begin attendance at our program:

- ✓ Payment
- ✓ Bring 3 completed copies of the completed form (on page 4)

To register for Children's School:

1. Provide payment and basic information (name, gender, age, weeks attending):
Please indicate the child's age as of the summer.

January through mid-June:

Online: www.chq.org

Phone: (716) 357-6250

Mail: Using Chautauqua's ticket order booklet

During the summer season:

Phone: (716) 357-6278 8:30am – 12:00 M - F

In-person: 8:30am – 12:00 M - F at Children's School

Sundays: 12:00 – 3:00 PM at Hultquist Center

2. Complete the form on page 4 in its entirety and print three copies. Bring all 3 copies with you to Chautauqua.

Required Form Instructions:

1. Complete all fields on the form, either typed on your computer or handwritten.
2. This pdf allows you to save what you type into the fields. Once completed, save it to your computer for use in future years. In the years that follow, open your saved form, update information that has changed (age, grade, health updates), print, and sign/date.
3. After printing 3 copies of the completed form, please sign the bottom of each copy.
4. Bring the 3 copies of the form with you to Chautauqua.

FIRST DAY CHECK IN

Two options - Sunday afternoon or Monday morning:

Option 1 - MONDAY MORNING AT CHILDREN'S SCHOOL:

1. Please look for the table under the temple in front of Children's School on Monday mornings beginning at 8:30 AM.
2. Present your completed Children's School forms to our staff in order to check in. Please have 3 identical copies of the completed form. Please make sure all requested information is provided.
3. We will use our registration lists to verify payment, age, and weeks enrolled.
4. You must check in before the child can proceed to his/her class. We ask that parents walk their child to the classroom in order to meet the teacher and receive a bus tag if needed.

If you did not register (pay for) the child prior the summer, you may take care of payment and complete paperwork upon arrival.

On Mondays our office opens at 8:30 AM.

Option 2 - SUNDAY AFTERNOON IN HULTQUIST CENTER (ON BESTOR PLAZA):

You may hand in forms and/or pay on Sundays instead of Monday morning.

Available Sundays 12 PM – 3 PM in Hultquist Center (on Bestor Plaza).

Already paid: You may check-in with your completed forms.

Not yet paid: You may take care of payment and fill out forms.

Doing so will enable you to proceed directly to your child's class Monday morning.

INFORMATION ABOUT YOUR CHILD'S CHILDREN'S SCHOOL EXPERIENCE

Children's School is made up of six classrooms with two of each age group (3s, 4s, and 5s). Each class is staffed with certified teachers and two to three adult assistant teachers.

Children's School is very fortunate to have continuing close relationships with the Schools of Fine and Performing Arts, The Chautauqua Opera Company, the Chautauqua Theater Company, and the Chautauqua Fire Department, among others. Each summer, our program is greatly enriched by the staff and volunteers of these groups.

PROGRAM HOURS: Monday – Friday
9:00 – 12:00

A TYPICAL DAY AT CHILDREN'S SCHOOL INCLUDES:

- Developmental play
- Circle time (activities designed to provide a foundation for basic skills such as calendar, counting, days of the week, reading ,singing)
- Activity centers (weekly themes such as children's literature, imagination community helpers, performing arts, animals, ooey goeey, bird, tree, and garden)
- Music, art, drama/movement, library, on-grounds field trips
- Special guest programs
- Snack time
- Outdoor play

TRANSPORTATION AND SAFETY:

The safety of the children is important to all of us. To that end, we ask that you follow the guidelines below. Vehicular traffic in any areas, except as noted below, is prohibited and is police enforced.

If you are staying within Chautauqua Institution:

- Driving children to Children's School is not permitted, even on rainy days.
- Children may walk and/or ride a bike with an adult to Children's School.
- Children's School has a bus service available for children enrolled in the program. (For group 1 in the mornings only). Take your child to Children's School on his/her first day. The classroom teacher will give your child a bus tag which will state your child's name and bus stop information. Your child must wear the bus tag each day they attend our program. Buses are staffed with adult monitors who ensure that the child is met by the responsible adult at the bus stop. An adult must be there to meet the child otherwise the child will be brought back to Children's School.

If you are coming from outside Chautauqua Institution to drop off / pick up:

- You must enter through the Turner Gate, turn right at the traffic circle (Palestine St), then left on Hurst. You may park along Hurst briefly while you walk your child to Children's School. The area directly in front of the Children's School building is for buses only. Please don't park in any other areas except as noted above. Please drive carefully and watch for children.
- If you want your child to ride the bus, you may park at the Main Gate Welcome Center, walk through the pedestrian gate, and wait at the Main Gate bus stop for the yellow school bus. A free 45 minute walk-in pass (available at the Will Call window) is required each day for adults without a gate pass.

CLASS	Registered for these Chautauqua week #s									Verification Stamp
	1	2	3	4	5	6	7	8	9	

CHILDREN'S SCHOOL INFORMATION FORM

(716) 357-6278 (seasonal)

PLEASE COMPLETE ALL FIELDS BELOW AND SIGN/DATE. BRING 3 COPIES OF THIS FORM. TURN IN FORMS EITHER MONDAY MORNING AT CHILDREN'S SCHOOL OR SUNDAY AFTERNOON IN HULTQUIST CENTER.

PERSONAL INFORMATION AND EMERGENCY CONTACTS

Child's Name: _____ Gender: _____
 Summer Age: _____ (must be age 3, 4, or 5 as of the summer) Date of Birth: ____ / ____ / ____
 Parent/Guardian Name: _____ Parent/Guardian Name: _____
 Chautauqua/Local Address: _____ Local Telephone: _____
 Permanent Address: _____ City,State,Zip: _____
 Is the child staying with the parents/guardians listed above while in Chautauqua? (Yes or No) _____
 If child is staying with someone else, what is their name: _____ Relation: _____
 Cell Phone Contacts: Cell# (____) _____ Name: _____ Relation: _____
 (of those staying locally) Cell# (____) _____ Name: _____ Relation: _____
 Other **local** individual we may contact if parent/guardian cannot be reached at above local and cell numbers:
 Name _____ Address _____ Telephone _____
 List siblings attending Children's School: _____

TRANSPORTATION INFORMATION

Place an X next to the _____ An adult will bring the child to and from Children's School
 child's transportation: _____ Riding yellow school bus, and picked up at bus stop by an adult listed above
 Circle bus stop from choices below and list here: _____

North Bus Route stops

1. Main Gate
2. Library
3. Miller Park
4. Gleason
5. N. Lake & McClintock
6. Pratt & Evergreen
7. North Shore
8. The Pines
9. Dance Studio
10. Palestine & Scott (bus home only)

South Bus Route stops

1. Lincoln Park
2. Janes & Massey
3. Overlook / Arboretum
4. Hall of Christ
5. Heinz Beach
6. S. Lake & Cookman
7. Sports Club
8. Colonnade

HEALTH ALERTS

Please list any allergies, special needs, conditions, or other health issues that may affect both your child's Children's School experience and our staff's ability to serve him/her. _____

The information on this form is accurate and up-to-date to the best of my knowledge. In case of accident I give permission for routine first aid treatment. For more serious accident or illness, I request that I be contacted. If I am unable to be reached, I hereby authorize Children's School staff to secure proper treatment for the child. I understand that the information on this form may be shared with emergency personnel if necessary. Multimedia such as photographs and video may be taken for Chautauqua Institution purposes only. My child has permission to participate in supervised trips on the Chautauqua Grounds while attending Children's School. Rev '18

Signature of parent/guardian _____ Date _____