Registration Packet
CPD Computer/IT Training Department

2014 Summer Keyboarding Camp

Form Submission for
Keyboarding on the PC
Computer/IT Training

Please send completed and signed REGISTRATION, PERMISSION WAVIER, CODE OF CONDUCT, PHOTO RELEASE and POLICIES forms to receive the promotion code and instructions to make your payment online and complete the registration process.

Send to: leslie.mccain@sjcd.edu or Fax: 832-932-5421
By mail or in person:
San Jacinto College | The Training Space at Clear Lake
711 W. Bay Area Blvd., Suite 125 | Webster, TX 77598
Attn: Leslie McCain

For more information call 281-332-8400
(Phone numbers and address will be updated after May16, 2014)
2014 Summer Camp
Keyboarding on the PC

REGISTRATION FORM

To be completed by parent/guardian of all students under 18 years of age.
Please complete all unshaded areas:

Student Information – REQUIRED

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Last</td>
<td>First</td>
<td>MI</td>
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Address

<table>
<thead>
<tr>
<th>Street</th>
<th>Apt. No.</th>
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<tr>
<td>TX</td>
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City County State Zip Code

Home Phone Area Code ( )

Gender ♂ M ♂ F

Birth Date MM DD YY

E-mail Address (parent)

School/Grade:

School: Grade:

Demographic Information (The following questions are used by the state to help provide support for our programs)

RACE (SELECT ALL THAT APPLY)

- ☐ Non-Hispanic
- ☐ Hispanic

- ☐ White
- ☐ Black or African American
- ☐ Asian or Pacific Islander
- ☐ Native American or Alaskan Native
- ☐ Not Reported
- ☐ Native Hawaiian

Registration Information (Office Use Only)

<table>
<thead>
<tr>
<th>Section No./CRN</th>
<th>Course Title</th>
<th>Camp Dates &amp; Time</th>
<th>Campus</th>
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<tbody>
<tr>
<td>x x x x x x</td>
<td>Keyboarding on the PC</td>
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<td>South</td>
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Important: Enrollment into a course is not complete until course permission waivers are received.

I certify that all information provided on this form is correct. I understand that this registration cannot be transferred to any other individual.

Signature Date

Please have your parent of guardian complete and sign the Permission/Waiver Form.

CODE OF CONDUCT

I have read, understand and accept the Code of Conduct for the Keyboarding summer camp.

Signature Date
2014 Summer Camp
Keyboarding on the PC
PERMISSION WAIVER FORM

To be completed by parent/guardian of all students under 18 years of age.
Please complete all unshaded areas:

Student Information

<table>
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<tr>
<th>Name</th>
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Emergency Contacts And Persons Authorized to Pick up Camper

<table>
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<tr>
<th>Contact #1</th>
<th>Contact #2</th>
<th>Contact #3</th>
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</thead>
<tbody>
<tr>
<td>Name</td>
<td>Home Phone</td>
<td>Cell or Work Phone</td>
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<td></td>
<td>Address</td>
<td>City, State, Zip</td>
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Medical Information (Attach extra pages if necessary)

1. Describe all prescription medications or special medical care your child requires. If none, write NONE.

2. Describe all medications to which your child is allergic. If none, write NONE.

3. Describe all other allergies (including food) or special medical conditions. If none, write NONE.

4. Provide name, city and telephone number of the child’s physician.

5. Is the child under a medical/hospitalization plan? If no, write NONE. If yes, provide the following information:
   - Insurance Company:
   - Policy Number:
   - Name of Insured
   - Employer/Group Name

Parent/Guardian’s Permission

My child has permission to participate in the course and go on the field trip(s) that are associated with the course. I willingly agree and give my consent to let the College enter data about my child and myself into a computer information system. I also give permission for my child to be photographed and allow the College to release any or all pictures for publicity purposes.

In the event of a serious medical emergency, I authorize San Jacinto College, its employees, and/or agents (collectively, “the College”) to secure medical transportation or treatment on my child’s behalf. I understand that the College is not required to obtain medical transportation or care for him/her. I understand that the College will attempt to contact one of the individuals I have designated as an emergency contact. I authorize the College to release the information on this form to health care providers for the purpose of securing health care services for the child. I understand and agree that I am responsible for all expenses, fees or costs incurred as a result of the medical transportation or care secured for my child by the College. I understand and agree that the College is not liable for any injury or damages that may occur as a result of medical treatment that the child may receive.

The undersigned parent or legal guardian does hereby execute this release, waiver and indemnification for the child and his/her heirs, successors, representatives and assigns; and hereby agrees and represents as follows: To release the College, its members, employees, agents, representatives, and other organizations affiliated with this course from any and all liability, loss, damage, costs, claims and/or causes of action, including but not limited to all bodily injuries and property damage arising out of participation in the course referred to above, it being specifically understood that said course may include the operation and use by the undersigned participant and others of equipment or machines. The undersigned further agrees to indemnify the College, its employees, members, agents, representatives and other organizations affiliated with this course and hold them harmless for any liability, loss, damage, cost, claim, judgment or settlement which may be brought or entered against them as a result of the undersigned’s participation in this course. This indemnification shall include attorney’s fees incurred in defending against any claim or judgment and incurred in negotiating any settlement. It is understood and agreed that the undersigned shall have the opportunity to consent to any such settlement provided, however, that such consent shall not be unreasonably withheld.

I HAVE CAREFULLY READ THIS PERMISSION/WAIVER RELEASE AND UNDERSTOOD ITS CONTENTS, AND I VOLUNTARILY SIGN THE SAME AS MY OWN FREE ACT.

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<th>Parent or Guardian’s Name (PLEASE PRINT)</th>
<th>Relationship</th>
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<th>Parent or Guardian’s Signature</th>
<th>Date</th>
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Parents/guardians, please read and discuss this code of conduct with your child.

It is the goal of the Keyboarding summer camp staff to provide a healthy, safe, and secure learning environment for all participants. The staff follows the core values of caring, respect, and responsibility. Campers in attendance are expected to follow the behavior guidelines and to interact appropriately in a group setting.

**Behavior Guidelines**
- Everyone is responsible for his/her actions and choices.
- Respect will be shown to their camp staff and fellow campers.
- Care will be taken for ourselves and others.
- No drinks or food will be allowed in the computer lab.
- Browsing unauthorized or unassigned websites is not allowed.

The following behaviors are not acceptable and may result in removal from the camp activities:
- Endangering the health or safety of yourself, other campers, children and/or staff
- Angry or vulgar language including swearing, name-calling and shouting
- Physical contact with another person in any angry or threatening way
- Harassment or intimidation by: words, gestures, body language, name-calling or any other menacing behavior
- Horseplay of any kind
- Continuing to disrupt the program
- Actions that make it difficult for instructor to deliver the class presentations. These behaviors include, but are not limited to, talking out of turn, interrupting, sleeping, listening to music and text messaging
- Behavior which intends to or results in the theft or destruction of property
- The sale, possession, distribution, or use of any illegal substance

These rules are necessary for the safety of all participants. Failure to adhere to the rules will be addressed in the following manner:

**Infraction One:** Camper meets with the camp director and discusses the inappropriate behavior.

**Infraction Two:** Camper is told that his/her behavior is unacceptable. The camper’s parents are notified. Camper may be separated from the rest of the group until there has been a resolution.

**Infraction Three:** The camper is removed from the camp. In this case, parents will be expected to pick up their child immediately. Please note, refunds will not be given in the event of a camper’s removal.

If an infraction is considered serious enough, a camper may be permanently removed from the session at that point. This action will require approval from the Camp Director.

The undersigned camper and their parent/guardian have read the camp’s code of conduct and understand its contents.

| Camper’s Signature | Date | Parent/Guardian’s Signature | Date |
I, _________________________________ (printed name of parent/guardian), give Permission to the College to Use Photographs that were taken of ___________________________________ (printed name of child), a minor, on the dates and at the locations listed below, in any and all College Publications. I give Permission to the College to identify my child by name when using the Photographs and to offer the Photographs for use or distribution in other non-college publications, electronic or otherwise, without notifying me. I hereby waive any right to inspect or approve the finished Photographs, and I waive any right to Monetary Payment, now and forever, for the Use of the Photographs.

I agree to release and hold the College harmless for Publishing and Distribution of the Photographs from and against any claims, damages, or liability arising from or related to the Use of the Photographs. I am the parent/guardian of the child named above and I have legal authority to sign this release. I have read this full page before signing and I understand it.

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<th>Location of Photograph(s)</th>
<th>Date(s) of Photograph(s)</th>
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<table>
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<tr>
<th>Signature of Parent/Guardian</th>
<th>Date</th>
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Address

Phone Number

“College” means San Jacinto Community College District and its agents and/or employees.

“Permission” means an unrestricted and irrevocable right.

“Photographs” include images, photographs, and sound and/or voice recordings, including negatives, transparencies, prints, film, video, tapes, or other digital information, in all forms of media now or hereafter known, and in all manner including electronic media, as well as printed or electronic matter that may be used or generated by the College in conjunction with the Photographs now or in the future, whether that use is known or unknown.

“Publishing and Distribution” includes but is not limited to publishing and/or distributing the Photographs, in whole or part, whether on paper, electronic media, web sites, or social media.

“College Publications” include but are not limited to brochures, newsletters, banners, schedules, catalogues, advertisements, magazines, recruiting publications, display boards, and any other finished web sites or other electronic forms of media.

“Monetary Payment” includes all types of legal monetary compensation, including royalties or other compensation.

“Use” of the Photographs includes but is not limited to use, re-use, publishing, re-publishing, and copyrighting, and includes misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the Photographs, as well as Publishing and Distribution of the Photographs.

Name of Photographer Event
Refund Policy:

To complete registration for a course, payment must be made at the time of class selection. Non-payment will result in an automatic withdrawal from the selected camp. A 100 percent refund is given if a withdrawal request is received before the class begins. No refund is given after the class begins. If San Jacinto College cancels a class, a 100 percent refund is automatically processed for students. CPD personnel will make every attempt to contact you in the event a class cancels using contact information you have furnished. Please make sure we have a valid daytime phone number on file for you.

Emergency Closings:

Providing a safe and secure environment for our students, faculty and staff is a top priority at San Jacinto College. In the event the College needs to be closed for any situation, such as inclement weather, students and employees should refer to email, text messages, and the College website at www.sanjac.edu. In addition, local television and radio stations may also broadcast bulletins announcing campus closings in emergency situations.

Special Announcements:

- Parents must read, fill out, and return the registration form, waiver form, code of conduct form, photo release form, and policies form before registration can be completed. Once materials are received, a promotion code will be sent which can be used to complete the online registration process.
- No drinks or food are allowed in the computer lab.
- Browsing unassigned and unauthorized websites is not allowed.
- All courses are taught in English.
- Classes may be cancelled because of low enrollment.
- **Pick-up time is 11:00 am.** No child will be left unattended; however, resources to provide for extended care are limited. Your participation in ensuring a timely pickup would be appreciated.

_________________________________________
Print Name

_________________________________________
Signature of Parent/Guardian

_________________________________________
Date

_________________________________________
Email

_________________________________________
Cell Phone