

## Hancock Community Education Foundation After/Before School Program

### Enrollment Application and Agreement

All forms must be completed and signed before your child can attend the After /Before School Program.

Please keep the handbook for your reference.

Name of Child \_\_\_\_\_ Today's Date \_\_\_\_\_ Gender M / F

Race: White / Hispanic/ African American / Other DOB \_\_\_\_\_

Total number of family members \_\_\_\_\_ IEP Y / N

Teacher \_\_\_\_\_ Grade: \_\_\_\_\_

Mother/Guardian \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Workplace \_\_\_\_\_

Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Email \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_ same as above

City \_\_\_\_\_ Workplace \_\_\_\_\_

Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Email \_\_\_\_\_

**Before School Program 6:45am until 7:45 am in the elementary school. Self-Transport only.**

My child, \_\_\_\_\_, will be attending the before school program on the following days **Monday** \_\_\_\_ **Tuesday** \_\_\_\_ **Wednesday** \_\_\_\_ **Thursday** \_\_\_\_ **Friday** \_\_\_\_

**K-9<sup>th</sup> Grade After School Program M-Th 2:45-5:30, and Friday 1:45-4:45**

My child, \_\_\_\_\_, will be staying after school on the following days for the After School Program: **Monday** \_\_\_\_ **Tuesday** \_\_\_\_ **Wednesday** \_\_\_\_ **Thursday** \_\_\_\_ **Friday** \_\_\_\_

**There is a waiting period for all students after application is returned. You will be notified by ASP staff with a start date. This provides time to notify the bus garage and school with the names and address of students.**

**Parents must send a note to the school that their child will be attending ASP and what days they will be attending ASP. If your child has an allergy/asthma/food intolerance/health condition you will be required to get documentation with doctor signature prior to starting ASP.**

#### **After School Program Transportation Agreement**

My child will: \_\_\_\_\_ Take the late bus at 5:00 M-TH, and Friday at 4:30

\_\_\_\_\_ Walk home at 5:00 M-Th and Friday 4:30

\_\_\_\_\_ Will be picked up at school at 5:00 M-TH, and Friday at 4:30

If bus drivers are not available on any given day the program will be self-transport. You will be notified in advance.

Other people authorized to release your child: under NO circumstances will your child be released to anyone not identified below or not otherwise known to staff without authorization from the parent/guardian.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Name of person who your child should **NOT** be released to \_\_\_\_\_

**Health** – Any health or special situations concerning the child of which the director or assistants need to be aware, such as allergies, dietary restrictions, diabetes, seizures, existing / pre-existing illnesses, injuries, disabilities or any medications prescribed for long term use:

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- **If your child has health conditions/behavior concerns/dietary restrictions/allergies/asthma, we will need to follow up with documentation signed by a doctor and approved by Director and SACC prior to your child attending the program.**

Topical ointments (sunscreen, lip balm, antibiotic cream, lotion, etc.) may be used by the After School staff on my child as needed, YES \_\_\_\_ NO \_\_\_\_ Parent Initials \_\_\_\_\_ Date \_\_\_\_\_

**GENERAL AUTHORIZATION** – We hereby grant the After School Program permission for the above-named child to: (a) Take part in all program activities including the use of all indoor and outdoor equipment.

(b) Be photographed or videotaped in connection with daily program activities.

(c) Take part in supervised walking field trips off premises.

(d) To leave program to attend play practice and sports as scheduled with school staff.

Mother/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Father/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Hours** – Unless otherwise specified, hours of operation will be from 2:45 till 5:00 p.m., Monday, Tuesday, Wednesday, and Thursday, staff is on site until 5:30 if needed. Friday 1:45-4:30, and staff is on site until 4:45 if needed. The schedule operates on a school schedule; if school is not in session for any reason the program will not operate. We would like to give every child an opportunity to attend. If there is an Early Dismissal, there will be no After School Program on that day. After School Program activities may be cancelled due to weather-related or unforeseen circumstances.

**If your child is not picked up the acting Director will call all emergency numbers.**

**Cancellation will be posted on Remind App, or a call home. Please do not contact the Elementary School office.**

**Transportation** – Will be provided for students in the program by Hancock Central School. Group leaders will take students to their bus/parent at 5:00 M-Th, and 4:30pm on Friday. Staff will be at program until 5:30pm on M-Th, and 4:45pm on Friday if needed. Please do NOT enter the building to pick up your child. This causes confusion and we need to deliver each child to their transportation safely. If you provide transportation, please be prompt when you arrive, and do not park in the bus lane in front of school. Consistently late pickups will be grounds for dismissal of your child. Staff will stay at the school until every student arrives home safely.

**Field Trips** – A permission slip will be sent home prior to any Field Trips. These permission slips must be returned to the After School Program by the given date to be eligible for the trip. **Parents are responsible for picking up their child/children after all Field Trips.**

**Early Dismissal** – Only authorized persons will be allowed to pick up your child from the program. When picking up a child early you will need to sign your child out with the acting Director. Identification will be required for unknown people.

**Illness** – If a child becomes ill during the program the director will call the emergency contact information. Staff will stay with that child until his/her parent/guardian arrives.

**Snacks** – Nutritious snack will be provided on a daily basis.

**Activities** – The program provides homework assistance, recreational activities, and enrichment activities. All students are required to participate in the daily activities designed by the curriculum coordinator and Program Director.

**Volunteers** – Parents and Guardians are encouraged to volunteer. All volunteers must fill out an application and be approved by SACC before they work with the children.

**Visitors** – A visitor is someone that is not employed by the Hancock Community Education Foundation. All visitors must sign in at the main office and get a visitor pass.

**Rules** – The following rules will be in effect during program hours:

\*All children are expected to follow directions given by volunteers and employees of the After School Program

\*Inappropriate language, bullying, lying, racial comments, cheating, yelling, running in the hallways, and other unacceptable behavior as determined by the Program Director will not be tolerated.

1<sup>st</sup> offense: Parent/guardian will be contacted to discuss what happened and referral will be sent home.

2<sup>nd</sup> offense: Parent/guardian will be contacted to discuss what happened. Student will be dismissed from the program for 1 day, and referral will be sent home.

3<sup>rd</sup> offense: Parent/guardian will be contacted to discuss what happened. Student will be dismissed from the program for 1 week, and referral will be sent home. Meeting with director to discuss continued enrollment in the program.

4<sup>th</sup> offense: Parent/guardian will be contacted to discuss what happened. A referral will be sent home explaining that the child's behavior does not meet the standards of the program and they are no longer welcome to attend. School will be notified.

The following behaviors will result in immediate loss of the privilege to attend the After School Program:

- Destruction of school or personal property
- Use or possession of cigarettes, flame-producing materials, alcohol, drugs, or drug paraphernalia.
- Use or possession of weapons
- Any act or threat of violence or harm towards oneself or others

The Hancock Community Education Foundation's goal is to have a safe, productive, and fun environment where children can receive assistance with their studies and engage in recreational activities. Please go over the rules with your child and have them sign this agreement and application with you.

**ENROLLMENT AGREEMENT:** By signing this agreement, you agree to send your child on the day(s) you have specified. If your child will not be attending, they will need to be excused for that day. Please send a written excuse to your child's teacher. If your child is absent from school, we will not need an excuse as we will have the daily attendance log. If your child does not attend on a regular scheduled day and we have not been notified the Acting Director will call all contact numbers to find out if you would like to un-enroll your child from the program, a written request must be sent to the main office.

Please initial each section to indicate that you have received and read a copy of the After School Program's policies. If you have any questions, please ask.

I have received and read a copy of the After School Program's policies including:

- The responsibilities of the program \_\_\_\_\_
- The HCEF ASP Handbook \_\_\_\_\_
- Hold Harmless Policy \_\_\_\_\_
- Cell Phone Policy, Cell phone use is not permitted at program \_\_\_\_\_
- The responsibilities of the parent/guardian \_\_\_\_\_
- The policies of the program regarding admission and disenrollment policies \_\_\_\_\_
- How parents will be notified of accidents, serious incidents \_\_\_\_\_
- The plan for behavioral management \_\_\_\_\_
- The evacuation plan (see attached) \_\_\_\_\_
- The program's activities \_\_\_\_\_
- A summary of the program's health policies to include the level of illnesses the program will accommodate \_\_\_\_\_
- Actions the program will take in the event a child is not picked up as scheduled \_\_\_\_\_
- Meal arrangements \_\_\_\_\_
- Instructional materials on the available procedures if they suspect their child has been abused or maltreated (refer to "say no" materials) \_\_\_\_\_
- How to access the regulations posted on site and on [ocfs.ny.gov](http://ocfs.ny.gov) website \_\_\_\_\_
- Contact information for the Office, including the Child Care Complaint Line (refer to childcare materials 1-800-732-5207) Report child abuse or neglect (1-800-342-3720) \_\_\_\_\_
- Transportation policy and plan \_\_\_\_\_
- The policy for Field Trips \_\_\_\_\_
- Annual Review of the program's Allergy and Anaphylaxis policy \_\_\_\_\_

The Hancock Community Education Foundation grant requires them to report student achievement as a means to document their impact on academic success. In compliance with FERPA laws, I agree to have my child's medical files, State ID number, IEP and academic information shared between the Hancock Central School and the After School Program.

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

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date