

TEACH ME



THE HANCOCK COMMUNITY
EDUCATION FOUNDATION

2026 Summer Enrichment Student Form

Student Name _____ Age _____ Date of Birth _____

Mother/Guardian Name _____ Father/Guardian Name _____

Address _____ Address _____

Email address _____ Email address _____

Daytime phone _____ Daytime phone _____

Emergency Contact Name _____

Address _____ Phone _____ Relationship _____

Attendance: My child will attend on the following days:

(Check all that apply.) Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___

Medical/Health

Allergies _____

Medical Needs (existing/pre-existing conditions, injuries, disabilities, prescribed medications)

Dietary Restrictions: Yes ___ No___; if yes, explain: _____

Sunscreen and bug spray may be used by the staff as needed on my child. Yes, ___ No___

Topical ointments can be used by the staff as needed on my child.

(Ex: Antibiotic cream, Vaseline) Yes___ No__

Parent/Guardian Initials _____ Date _____

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____ Date _____

HCEF Summer Enrichment Agreement

GENERAL AUTHORIZATION – We hereby grant the 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

Mother or Guardian: _____ Dated: _____

Father or Guardian: _____ Dated: _____

Hours: Monday- Friday 8:00 Am until 11:45 PM; Friday Times Vary

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

Transportation: Will be provided for students in the program by Hancock Central School. Group leaders will take students to their bus/parent each day, 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 will be providing transportation, please be prompt when you arrive. Consistently late pickups will be grounds for dismissal of your child. The acting director will stay at the school until every student has arrived home safely.

There will be no transportation home on Friday's. Parents must pick up their child/children every Friday.

Early Dismissal: Only authorized people 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. These activities include but are not limited to sports, plays, book club and remediation.

Illness- If a child becomes ill during the program the director will call the emergency contact information. The director/acting director will stay with that child until his/her guardian arrives.

Breakfast and Lunch will be provided daily.

Activities: The program provides 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.

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 Program.

* Inappropriate language, bullying, lying, cheating, hitting, yelling, running in the hallways, and other unacceptable behavior as determined by the Program Director.

First offense: Parent/guardian will be contacted to discuss what happened and referral will be sent home.

Second offense: Parent/guardian will be contacted to discuss what happened, student will be dismissed from program for 1 week, and referral will be sent home.

Third 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.

The following behaviors will result in immediate loss of the privilege to attend the 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.
- * Fleeing from staff, or program causing safety concerns.

Our 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. Program Director will make the final decision based on the severity of the incident.

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 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. **Students must attend a minimum of two days a week prior to the Friday field trip to be eligible for Friday trips.**

Signature of Parent or Guardian:

Signature of Student:

Date: _____

Summer Program Transportation Agreement

My child, _____, will be attending on the following days (July 6-31st)

(Check all that apply): Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

My child will Check One

_____ **Walk home**

_____ **Will be picked up at school**

Name of person to pick up your child _____ **Phone** _____

Other persons authorized to pick up your child:

Name _____ Relationship _____ Phone _____

Alternate Phone _____ Name _____

Name of Person to whom your child should NOT be released: _____

Under NO circumstances will your child be released to anyone not identified above or not otherwise known to staff without authorization from parent/guardian.

_____ **Ride the Bus**

Transportation is only available for students who ride the bus during a 10-month school year. All walkers will remain walkers in the summer program.

Address of the child to be picked up and dropped off:

_____ Phone _____

MONDAY: Pick up location _____ drop off location _____

TUESDAY: Pick up location _____ drop off location _____

WEDNESDAY: Pick up location _____ drop off location _____

THURSDAY: Pick up location _____ drop off location _____

FRIDAY: Pick up location _____ Field Trips no bus transportation home on Fridays.

Parent Signature _____ Date _____

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LOUISE ADELIA READ MEMORIAL LIBRARY

My child, _____, has permission to take out books from the Louise Adelia Read Memorial library during the summer program.

Parent/Guardian Signature

Date

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

As part of the consideration for one or more students participating in the Hancock Community Foundation’s After School Program, the parent, legal guardian or other person in parental relation of the participating students (“Parent”) agrees as follows:

To the fullest extent permitted by law, the Parent agrees to indemnify, defend and hold harmless the Hancock Community Foundation (Foundation), and its officers, agents, employees, volunteers, successors and assigns (collectively, Indemnitees) from and against any and all actions, claims, damages, injuries, liabilities, assertions of liability, losses, fines, costs, and expenses, of whatsoever kind and nature, including, but not limited to, attorneys’ fees, reasonable investigative and discovery costs and court costs, which in any manner may arise out of or in connection with the Parent’s and/or Students’ participation in the After School Program or use of the Foundation’s property relating to the After School Program. Such duty to defend, indemnify, and hold harmless shall not apply to the extent of Indemnitee’s own gross negligence or willful misconduct.

The following children of the Family are participating:

DATED: _____, 2026

Parent Signature