

Parent Checklist for Completing Enrollment

All forms must be completed and returned to the program staff.

Your student **MAY NOT** attend the program until forms are approved by the Program Director or Site Supervisor.

You will receive a phone call to inform you of the start date for your child.

- ✓ Check when each is completed.
- BLUE CARD (*Medical/Emergency Contact*)
- AGREEMENT/DAILY ATTENDANCE FORM
- REGISTRATION FORM
- SIGN OUT INFORMATION FORM
- GRADE CONSENT FORM
- EMERGENCY CLOSING FORM
- PAYMENT ARRANGEMENT FORM

DCC After-School Program

Program Agreement

(One per family)

Parent Agreement:

I have read and agree to the terms and conditions in this handbook. I have made my student aware of the guidelines for the DCC After-School Program and they have verbally agreed to these guidelines. I am aware of times and locations for picking up my student as well as rules, regulations, and policies concerning my student's participation in the DCC After-School Program.

(Parent/Guardian Signature)

(Date)

Parent Copy

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I have read and agree to the terms and conditions in this handbook. I have made my student aware of the guidelines for the DCC After-School Program and they have verbally agreed to these guidelines. I am aware of times and locations for picking up my student as well as rules, regulations, and policies concerning my student's participation in the DCC After-School Program.

(Parent/Guardian Signature)

(Date)

Program Copy

Daily Attendance

Child's or Children's

Name(s): _____

Place a check mark after each day your student will be attending: *(minimum of 3 days recommended)*

M _____ T _____ W _____ TH _____ F _____

Additional Considerations:

Parent Signature: _____

DCC After-School Program

Registration

Family Information:

Last Name: _____

Address: _____

City: _____

Mother's Name: _____ **Legal Guardian?** Yes/No

Mother's Phone:

Day: _____ Evening: _____ Cell: _____

Email: _____

Employer: _____ Phone: _____

Do you work during After-School Program hours? Yes/No

Father's Name: _____ **Legal Guardian?** Yes/No

Father's Phone:

Day: _____ Evening: _____ Cell: _____

Email: _____

Employer: _____ Phone: _____

Do you work during After-School Program hours? Yes/No

Students in Program: (must have teacher's name)

1. Name: _____

Birth Date: _____ Age: ____ Grade: ____ **Teacher:** _____

2. Name: _____

Birth Date: _____ Age: ____ Grade: ____ **Teacher:** _____

3. Name: _____

Birth Date: _____ Age: ____ Grade: ____ **Teacher:** _____

Other Guardians: (Includes step-parents and grandparents)

Name: _____

Relationship: _____

Phone: Day _____ Evening _____ Cell _____

Email: _____

Employer: _____ Phone: _____

Do you work during After-School Program hours? Yes/No

Name: _____

Relationship: _____

Phone: Day _____ Evening _____ Cell _____

Email: _____

Employer: _____ Phone: _____

Do you work during After-School Program hours? Yes/No

Please explain any family situations we need to know about (i.e. separation/divorce and any custody issues or proceedings). Court documentation may be required. This information will only be shared with staff members for student pick-up/release information.

Sign-Out Information

Safety is a top priority in the DCC After-School Program. Therefore, no student enrolled in the program will be able to leave at the end of the day without a parent/guardian signature or that of one of the individuals listed below along with a photo identification. (Note: the names that appear below must be of someone **16 years or older**. Additional names may be listed on the back of page).

STUDENT NAME: _____

Authorized Signatures

Name: _____

Phone: _____ Relationship: _____

Address: _____

Name: _____

Phone: _____ Relationship: _____

Address: _____

Name: _____

Phone: _____ Relationship: _____

Address: _____

Name: _____

Phone: _____ Relationship: _____

Address: _____

Grade and Behavioral Report Consent

We use this form to access the student's grades and behavior information. We need this information to demonstrate that we are having an impact on the participating students. This greatly helps us in securing future funds to continue the program. Please fill out both sections. **All information obtained will remain confidential.**

Statement of Consent

I, _____ hereby give my consent to

Dansville Central School and the **DCC After-School Program** (Dansville Community Center) for the exchange of all educational, medical, psychological, and other diagnostic information relating to:

(Name of student)

_____ Date _____
(Signature of parent/guardian)

Parent copy

Statement of Consent

I, _____ hereby give my consent to

Dansville Central School and the **DCC After-School Program** (Dansville Community Center) for the exchange of all educational, medical, psychological, and other diagnostic information relating to:

(Name of student)

_____ Date _____
(Signature of parent/guardian)

Program copy

Emergency Closing

This form will tell the DCC After-School Program staff and the DCS Main Office where your student will go on **Emergency Closings**.

Name: _____ Grade: _____ Teacher: _____

Name: _____ Grade: _____ Teacher: _____

Name: _____ Grade: _____ Teacher: _____

Parent Name: _____ **Phone:** _____

Address: _____

IF UNABLE TO REACH PARENT

Emergency Contact: _____ **Phone:** _____

Emergency Contact: _____ **Phone:** _____

On Emergency Closings my child will: (Please check one)

Be Picked Up

Persons allowed to pick up your student:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Ride Bus # _____ **to** _____

Walk to _____

Other: Describe: _____

**Please note on most early school closings due to inclement weather we are able to remain open at the respective school sites, however in the event that we must close this information is critical.*

I have discussed this plan with my student and they know what to do and where to go in case of an emergency:

Parent Signature: _____ **Date:** _____

Payment Arrangement Form

Price Per Child grades PK-6

**Due to NYS ever increasing minimum wage policy, we have no choice but to raise our prices. We will be going from \$60 per week to \$70. We still are only charging \$3.50 per hour, compared to NYS/ Livingston county rate of \$6.25 per hour.*

Please select a payment option below. *(Circle one)*

Option 1 = \$2,800 full year, receive winter and spring recess free, free 2hr party rental (\$500 discounted value)

Option 2 = \$280 per month. Due the First Monday of the month. *(equivalent of \$70 per week)*

Option 3 = \$75 per week. Due on the Friday of that week. ***Must pay at Site**

*The price **NOW** includes coverage for Columbus Day, Veteran's Day, MLK Jr. Day, Superintendent's Conference & parent/teacher Days & Snow days.

The program will be closed for Thanksgiving Recess, Holiday Recess, & Memorial Day - You will **not** be charged for these days.

Signature

Date