

**Pequawket Kids Association
AfterSchool Enrichment Program**

Enrollment Contract 2010—2011

**A \$25 check made out to Pequawket Kids Association
Or cash must accompany a family's application(s).**

Please complete a separate application for each child

Student's Name _____ Grade: _____ DOB: _____ Teacher _____
Male ___ Female ___ Race/Ethnicity _____ Limited English Proficiency? Yes ___ No ___
Parent/Guardian Name(s): _____
Street Address _____ Mailing Address (if different) _____
City _____ State _____ Zip Code _____

Parent/Guardian E-mail address _____
(E-mail is used exclusively for program announcements and communications with staff; it will not be shared.)

Phone Numbers: IT IS EXTREMELY IMPORTANT THAT PHONE NUMBERS ARE ACCURATE!

Mother's Home Phone _____
Mother's Work/Cell Phone _____
Father's Home Phone _____
Father's Work/Cell Phone _____
Step- Parent's Home Phone _____
Step-Parent's Work/Cell Phone _____
Legal Guardian's Home Phone _____

In case of emergency, when the parent or caregiver cannot be reached, please notify:

1. Name: _____ Relationship to family: _____
Street Address: _____ City: _____
Daytime phone: _____ Evening phone: _____ Cell phone: _____
2. Name: _____ Relationship to family: _____
Street Address: _____ City: _____
Daytime phone: _____ Evening phone: _____ Cell phone: _____
3. Name: _____ Relationship to family: _____
Street Address: _____ City: _____
Daytime phone: _____ Evening phone: _____ Cell phone: _____

Students: Why are you interested in attending the PKA AfterSchool Enrichment Program?

Parents: What are your hopes for your child's participation in the PKA Afterschool Enrichment Program?

What activities interest you most?

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Academic Support | <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Cooking/Nutrition | <input type="checkbox"/> Field Trips |
| <input type="checkbox"/> Homework Support | <input type="checkbox"/> Math/Science | <input type="checkbox"/> Music/Theater | <input type="checkbox"/> Other Cultures |
| <input type="checkbox"/> Outdoor Activities | <input type="checkbox"/> Physical Fitness/Health | <input type="checkbox"/> Reading | <input type="checkbox"/> Service-Learning |

Health/Medical Information

Please check below if your child has any of the following and list details:

- Medications: _____
- Medical Conditions: _____
- Recent Injuries: _____
- Food Allergies: _____
- Drug Allergies: _____
- Asthma: _____
- Other conditions or diagnoses: _____

*If your child has special needs or requires an aide during the school day, please discuss this with the coordinator before enrolling your child so that special arrangements can be made. Thank you.

Dismissal/Sign Out

Please list names of adults you authorize to pick up your child. For safety reasons, the program policy will allow students to be released only to adults listed below:

Releases

Parents/Guardians,

Please read and sign the standard releases and permission forms below that are required to attend the Pequawket Kids Association (PKA) AfterSchool Enrichment Program. Thank you!

For Emergency Treatment

I authorize the Pequawket Kids Association to arrange for transportation in case of accident or acute illness of the participant. In the event it is not possible to receive instruction for the participant's care, consent is given to any licensed physician for treatment. I allow the physician to administer medication and to perform necessary treatment for the preservation of the participant's health and well-being. I understand that any cost incurred for treatment of sudden illness or accident shall be paid by me. This authorization and consent for treatment is given to the Pequawket Kids Association in conjunction with any authorized event.

General Release of Liability

In consideration for being allowed participant privileges in the PKA Afterschool Enrichment Program, I hereby assume full responsibility for any risk of bodily injury, death, or property damage while using the premises or any facilities or equipment hereon. I understand that this program includes physical activity and I also understand that any program or sport that includes such activity carries with it an inherent risk of physical injury. I further agree to hold harmless Pequawket Kids Association and MSAD #72, their partners, directors, officers, employees, agents, and volunteers from any and all claims that may result from any action for damages, including but not limited to such claims that may result from injury or death, accident or otherwise, during or arising in any way from said activity. I acknowledge that this General Release of Liability of the Pequawket Kids Association AfterSchool Enrichment Program and MSAD #72 and its partners is binding on me and my heirs, personal representatives, successors, and assigns.

Release of Records

As your child is enrolled in the Pequawket Kids Association 21st Century Community Learning Centers program, and this program is funded in part by the Maine Department of Education, our use of this funding for the program requires that we report certain results to the Maine DOE, including academics, attendance, discipline, behavior, activity participation, and classroom performance. In addition to compliance with reporting requirements, use of this data assists program coordinators to make informed decisions about program adjustments and improvements, matching students with needs, program sustainability, and program replication in other sites. Our reporting of positive student results may increase our chances of securing continued and additional funding to operate this program. All information collected will be restricted and used solely for serving student needs and approved program evaluation purposes. Each staff member who has access to data receives proper training on the importance of confidentiality of the data. By my signature, I authorize Pequawket Kids Association and MSAD #72 to collect and maintain data for my child named below for the purposes of matching my child to the services and for program evaluation and reporting.

Community Field Trips

The PKA AfterSchool Enrichment Program will take short field trips on occasion. We will always return by normal dismissal time unless we notify you in advance.

I give permission for my child to leave the school property with supervision from the PKA AfterSchool Enrichment Program partners, officers, employees, agents and volunteers. While taking part in these community field trips, I release the Pequawket Kids Association/MSAD #72 from responsibility for any risk of bodily injury, death, or property damage as covered in the "General Release of Liability".

Photo/Media Release

I hereby consent to the use of my child's name, likeness and speech in audio tape, video tape, film or photograph made in any PKA AfterSchool Enrichment Program activity for the business or publicity purposes of the PKA AfterSchool Enrichment Program and its partners. I understand that any participation offers no remuneration and that my child's name, likeness and speech may be edited, produced, recorded for duplication and distribution throughout the United States and abroad. I expressly release the PKA AfterSchool Enrichment Program and its licensees, assignees, affiliates and successors from any privacy, defamation, or other claims arising out of broadcast, exhibition, publication, or promotion of this program.

Child's Name _____

Parent/Guardian's Signature _____

Date _____

**You must read and sign approval
of Pequawket Kids Association Policies.**

(They are the following 2 pages of this Enrollment Contract)

Pequawket Kids Association Policies

Please note that these policies are intended for your child's safety and success. Experienced, caring adults will provide a safe, structured and nurturing setting that promotes learning and positive growth.

Expectation of Participation

- A completed Enrollment Contract with and signed Releases must be returned to PKA in order to enroll in the program.
- Some programs may have a limited enrollment.
- Participants will not be discriminated against based on race, ethnicity, or disability.

Parents and Guardians

- Please keep us updated with your current mailing address, e-mail address and phone numbers (where you may be reached at any time) so that we may contact you as needed.
- If you have a hobby, talent or interesting occupation and wish to volunteer to share your knowledge with a group of children during the year, please let the coordinator know.
- We encourage parents and caretakers to talk to the PKA AfterSchool Enrichment Program staff. Please contact your coordinator or assistant coordinator and set up an appointment or feel free to speak with them at pick-up time if they are available and not engaged with students.

Parent Nights/Parent Enrichment

Parents will be invited to attend Parent Night events held throughout the year as well as Parent Enrichment opportunities. We ask all parents and guardians to make their best effort to attend these events as often as possible in support of their children's participation and for their overall benefit. We may also ask parents to complete surveys about their children's progress for input regarding activities and services.

Attendance

- Please note that the PKA AfterSchool Enrichment Program is not a "drop in" program.
- PKA AfterSchool Enrichment Program participants are expected to attend the amount of days they enroll for, in fairness to other participants wanting to join the program.
- If your child will miss one of his/her scheduled days, please call the school office or send a written note so the coordinator can be notified.
- If you plan to remove your child from the program, please give the coordinator one week's notice.
- No credits are given for missed days
- Credit will be given for snow days.
- The PKA AfterSchool Enrichment Program will follow the MSAD #72 school calendar. No programs will be held on early release or snow days.

Pick-Up

- Pick up time is 5:30 SHARP.
- Please notify the school office if your child will be picked up early on a given day.

FEE FOR LATE PICK-UP

\$5.00 PER CHILD FOR EACH 15 MINUTES (OR PART THEREOF) AFTER 5:30 PM.

Any late fee MUST be paid in CASH the day of the lateness or the next day the child attends PKA.

- Chronic late pick-up or absence may result in the child being dropped from the program.
- Parents/guardians will be asked to sign their child out at the end of the day
- For safety reasons, students may not be picked up from the program by anyone that is not listed on the Enrollment Contract.

Follow School Day Rules

The PKA AfterSchool Enrichment Program is a positive, courteous and non-competitive environment. Participants are expected to show and display respect and cooperation with all program staff, instructors, volunteers, and students at all times and abide by school day rules of behavior and conduct.

- All students are expected to arrive on time.
- Students are not permitted to leave school grounds during or before program unless accompanied by a staff member during an enrichment activity.
- If students wish to leave the classroom, cafeteria, gym or other program location within the school, they will need to seek permission from the Program staff.
- Students are to leave toys, cell phones, music players, video games and other electronics at home. Personal electronics and toys are not permitted to be used during the PKA AfterSchool Program unless authorized by the PKA staff.

Medication/Illness

- PKA AfterSchool Enrichment Program staff will notify parents if your child appears to be ill during the session and needs to be released early.
- Over-the-counter medication will not be administered to a student by PKA AfterSchool Enrichment Program staff. This includes headache medication or antibacterial medication for cuts.
- If a student experiences a minor cut, staff will wash out the wound with soap and water and apply a band-aid.
- If medication is needed, it must be registered with the school and also with the PKA AfterSchool Enrichment Program Coordinator with special instructions for administration.

Student Accountability

PKA AfterSchool Enrichment Program has a behavior management policy based on the rules and regulations generated by MSAD #72. Our policy is to encourage positive behavior through careful adult supervision. Children shall show respect for the health and safety of others and themselves, for public property and the school facility and for the authority of those who are responsible for enforcing the rules and regulations.

Should a behavior problem persist after attempted intervention by PKA staff, the child's parent/guardian will be notified and asked to work with the staff to resolve the problem. If the behavior is severe, documentation will be presented and the following may take place:

- Limited suspension
- Suspension
- Termination

*Tuition will NOT be refunded in any of these circumstances

Termination Policy

Participants will forfeit their space in the program for any of the following reasons:

- Regular or excessive absence or late pick-up;
- Behavior of the student or parent/guardian that threatens the physical or emotional safety of others;
- The express written request of a parent or guardian;
- Breaking any school rules that are deemed worthy of termination.

By signing below, I, as the parent or guardian of the student, understand and agree to the terms and expectations of participation in the Pequawket Kids Association AfterSchool Enrichment Program.

Signed: _____ Date: _____