

**WCA After School Explorers
2018-2019 Program Enrollment Form**

Student Information

Last Name: _____ First Name: _____

Primary address: _____

Date of birth: _____ Grade: _____

Lunch (circle one): Free Reduced Neither

Race: _____ Gender: _____

Does your child have any medical conditions, allergies, or any special needs of which we should be aware? Please circle: Y N

If yes, please explain: _____

Please mark attendance:

Half Day (until 4:30) Full Day (until 6:00) Kinder Hour (2-3) Drop in (≤6x/month)

Emergency Contact Information and Authorized Pickup

Parent(s) name: _____

Primary phone #: _____ Secondary #: _____

Preferred email address: _____

Authorized Pickup Contacts:

Name: _____ Phone #: _____

Please attach separate page for further notes on contact info, authorized pickup, or other.

Medical Treatment Authorization

In the event that my child suffers an illness or accident, I authorize Willow Creek Explorers to seek medical help and assistance by contacting 911 services or otherwise securing treatments at a medical facility. I also acknowledge that Explorers does not provide medical coverage for participants. (circle one) **Yes** **No**

Information Release Agreement

I understand and allow, that as part of my child's participation in the After School Explorers Program, the school and/or school district may share data including, but not limited to, demographic, health and contact information, attendance, report cards, assessments, and test scores with Explorers to enable the program to understand student needs, track progress, and promote quality programs. (circle one) **Yes** **No**

Student Photo/Video/Product Release

I hereby give After School Explorers permission to utilize and/or publish work my child produces during Explorers activities and to utilize and/or publish photographs or video taken during program activities or at special events where my child may occur. These photographs, student products, and video materials may be used in publications, audio-visual presentations, promotional literature, advertising, or any other manner without compensation to the child, parents, or guardian. (circle one) **Yes** **No**

Late pick-up policy and fee

After School Explorers allows a grace period of 10 minutes past 6:00 pm for pick up. For every 10 minutes past 6:10 that a student is picked up, the family will be charged \$20, regardless of free or reduced lunch status, with payment due within one month. For example, if a child is picked up at 6:30, the family will be charged \$40. **Please initial** _____

Cell phone/electronics policy

For all students K-8, After School Explorers has a no cell phone/electronics policy. Internet access will only be permitted for homework or academic use, only with permission from After School Explorers leadership, using an Explorers provided device, and under the supervision of an adult. The Director will carry a phone for communication purposes. Please see following page for more information on this policy. **Please initial** _____

I am the legal guardian or parent with legal custody of the above named child, and the information on this enrollment application is accurate and complete to the best of my knowledge. My signature below also indicates that I have read and consent to the Medical Treatment Authorization, the Information Release Agreement, the Student Photo Release, the late pickup policy, and the Cell phone/Electronics policy set forth on this program enrollment form. I understand that I can contact the Director of After School Programs with any questions or concerns.

Parent/Legal Guardian Signature

Date

'18-'19 Director: Katie Monsma, kmonsma@willowcreekacademy.org, 415-577-4888

WCA After School Explorers Expectations Agreement

As an optional enrollment program, After-School Explorers expects a high standard of ethical conduct in all areas from students, and our first priority is a safe environment for staff and students.

Cell Phone/Electronics Policy

Students will turn in cell phones/electronic devices to group leaders within 5 minutes of dismissal from school, to then be collected by Director, and returned when students leave. Parents will be given the number(s) to reach the Director, and students may request the Director call their parents, to be permitted at the discretion of the Director. Not turning in the cell phone/electronic devices or unauthorized use will result in a referral (see discipline policy below). Parents may contact the front office or the Director, Katie Monsma, at kmonsma@willowcreekacademy.org or:

After School Phone: 415-577-4888 (call only)

Front Office: 415-331-7530 (call only)

Last option: 410-474-9642 (text available during program hours)

Please be sure to specify which age group your child is in along with their name.

Discipline Policy

Our expectations for students K-8 include:

- ◇ Arriving at the program directly after dismissal and checking in/out with their group leader
- ◇ Keeping hands, feet, and objects to oneself
- ◇ Treating other students and staff with respect
- ◇ Being a community-minded participant
- ◇ No cell phone/electronics use unless permitted by leadership staff
- ◇ No bullying or physical violence

When an Explorer does not meet these expectations, we will implement a progressive discipline system designed to support better decision making in the future. Our progressive discipline system is as follows:

1. Depending on the severity of the misconduct, student(s) will be asked directly by their group leaders to change their behavior/action if not meeting the above expectations; this is considered a warning.
2. If the misconduct is minor and continues that day, or if the misconduct is more severe, student will need to speak with one of the leadership staff (Director, support staff) and discuss how to make better decisions
3. If the misconduct continues that day or is severe, a discipline referral will be issued, and parents will be notified
4. Any further misconduct during the remainder of the year will result in another discipline referral and require a parent conference prior to returning to Explorers, with a suspension of 1-5 days.
5. The 3rd infraction during the remainder of the year will result in expulsion from the After School program for the remainder of the year.

Note about discipline system:

Severe misconduct will accelerate the progressive discipline process and may result in immediate suspension or expulsion from the After School program. Bullying and physical violence is considered unacceptable.

I have read and understand After School Explorers Expectations. I will do my part to abide by these expectations and create a safe environment for other students and staff every day.

Parent Signature: _____ **Student signature:** _____