

**2019-2020**  
**Willow Creek Academy**  
**After-School Program**  
**Enrollment Form**

**Student Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Primary address: \_\_\_\_\_

City: \_\_\_\_\_, CA Zip: \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Teacher/Grade: \_\_\_\_\_

Lunch Program (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:                      YES                      NO

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Please mark anticipated attendance:

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

Monday                       Tuesday                       Wednesday                       Thursday                       Friday

Additional Attendance Notes:

## Emergency Contact Information and Authorized Pickup

Parent name: \_\_\_\_\_

Primary phone #: \_\_\_\_\_ Secondary #: \_\_\_\_\_

Preferred email address: \_\_\_\_\_

Parent name: \_\_\_\_\_

Primary phone #: \_\_\_\_\_ Secondary #: \_\_\_\_\_

Preferred email address: \_\_\_\_\_

### Authorized Pick-up Contacts:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Check here if your child has permission to walk home

Check here if your child has permission to take the bus

Additional notes on contact, pickups, special circumstances (walking home, taking the bus, etc.):

**Medical Treatment Authorization**

In the event that my child suffers an illness or accident, I authorize After-School Staff to seek medical help and/or assistance by contacting 911 services or otherwise securing treatments at a medical facility. I also acknowledge that the program 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 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 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 the After-School Program permission to utilize and/or publish work my child produces during after-school activities and to utilize and/or publish photographs or video taken during program activities or at special events my child may attend. 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**

**Drop-in Policy and Fees**

Half and Full Day Drop-in rates may be used six times before converting to the Monthly Half or Full Day Rates. I have read and understand the 2019-2020 Willow Creek Academy After-School Program Rates and Fees attached and am responsible for any and all payments and fees. **Please initial** \_\_\_\_\_

**Late Pick-up Policy and Fees**

Willow Creek Academy’s campus and After-School Program close daily at 6pm. In case of emergency, the After-School Program allows a grace period of 10 minutes past 6pm for late pick ups. Parents must call 415.331.7530 x 222 before 6pm if their child will be picked up late. However, the family will be charged an additional \$10 for every five minutes past 6:10 that a student is picked up until signed out and must be paid by the 10th of the month (regardless of Free or Reduced Lunch status). Failure to pay may result in suspension from the After-School Program. **Please initial** \_\_\_\_\_

**Cell Phone/Electronics Policy**

For all students K-8, the After-School Program has a strict no cell phone/electronics policy. After-School Staff may carry phones for communication purposes. However, if a student needs to contact family during program hours, they may ask to use the school’s landline and/or parents may call 415.331.7530 x 222. Internet access may be permitted for homework or academic use with permission from program leadership using a school-provided device and under the supervision of an authorized adult. Please see following page for more information on this policy. **Please initial** \_\_\_\_\_

## **Willow Creek Academy After-School Program Expectations Agreement**

As an optional enrollment program, Willow Creek Academy's After-School Program expects a high standard of ethical conduct in all areas from students, with our first priority being a safe environment for staff and children.

**Cell Phone/Electronics Policy** Students may be asked to turn in cell phones/electronic devices to group leaders within 5 minutes of dismissal from school. Devices may be collected by After-School Staff Leaders and returned when students leave. Parents are given information to reach Staff and/or 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 may result in confiscation and issuing of a Discipline Referral (see discipline policy on next page).

Parents may contact the Front Office ([office@willowcreekacademy.org](mailto:office@willowcreekacademy.org)) or the Director, Steve Wiig ([swiig@willowcreekacademy.org](mailto:swiig@willowcreekacademy.org))

Willow Creek Academy  
636 Nevada Street  
Sausalito, CA 94965

Phone: 415.331.7530

Fax: 415.331.1622

Front Office: extension 202

After-School: extension 222

Please be sure to specify which grade your child is in along with their name when contacting.

## **Parent/Guardian After-School Program Agreement**

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 2018-2019 After-School Program Rates & Fees (both Monthly & Drop-In), Medical Treatment Authorization, the Information/Student Photo Release Agreements, the Late Pickup & Cell Phone/Electronics Policies set forth on this program enrollment form. I understand that I may contact the Director of the After-School Program with any questions or concerns.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Discipline Policy

Our expectations for all students 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
- ☪ Zero-tolerance for bullying or physical violence

When any student does not meet these expectations, we will implement a restorative 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. Parents may be notified of any concerns.
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 the program, with a suspension of 1-5 days.
5. The third 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.

Our zero-tolerance behaviors include bullying and physical violence.

**I have read and understand After-School Program 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:** \_\_\_\_\_

## **2019-2020 Willow Creek Academy After-School Program Rates & Fees**

### *Monthly Rates:*

- Kinder Hour           \$30 Monthly           (pickup by 3pm daily)
- Half Day               \$185 Monthly           (pickup by 4:30pm daily)
- Full Day                \$300 Monthly           (pickup by 6pm daily)

### *Drop-In Rates:*

- Half Day Drop-In   \$25 per day           (before 4:30/capped at 6x/month)
- Full Day Drop-In   \$40 per day           (after 4:30/capped at 6x/month)

\*Fees may increase slightly to accommodate for online payment costs

Drop-in rates automatically convert to the Monthly rates after 6 times (max \$300/month).

### *Late Fees:*

Families are expected to call the After-School Program at 415.331.7530 x 222 before 6pm for any anticipated late pick-ups. Late fees apply for students picked up after 6pm and families will be charged \$10 for every 5 minutes after 6:10pm until signed out. (example - 6:15 = \$10; 6:20 = \$20; 6:25 = \$30; 6:30 = \$40, etc)

Late Fees must be paid by family regardless of Free or Reduced Lunch Status.

ALL payments are due the 10th of each month and an additional \$5 per day late fee begins accumulating on the 11th until paid in full. Failure to pay fees may result in suspension from the program.

NOTE: Reduced fees are available for eligible students. Willow Creek participates in the National School Lunch Program (NSLP) which provides free or reduced price lunches to children in families that meet income guidelines. Students who qualify for Free Lunch receive full scholarships to the After-School Program. Students who qualify for Reduced Lunch receive a partial scholarship. Kinder Hour and late fees are not covered by these scholarships and are the responsibility of the student's family. Families must complete the Household Application for Free and Reduced Price School Meals each school year to qualify, regardless of prior status. See the Parents tab on the school's website for applications and more information on the School Lunch Program.

Payments for the After-School Program can be made via PayPal on Willow Creek Academy's website or by check in Willow Creek Academy's front office. Please include your child's name whenever submitting a payment.