



**After School Program
Enrollment Packet
2019-2020**

August [REDACTED], 2019

Dear families,

Welcome! My name is [REDACTED] and I am the After School Program Coordinator for the Sterling Community Center. We are thrilled to have the opportunity to be working with your children this school year, and have been busy creating exciting plans for activities to help your children stay active and engaged each day.

Our program will run daily Monday through Friday from 3:30 pm to 5:30 pm. We expect transportation to arrive promptly in order to pick children up on time. It is important to note that no children will be released to individuals that are not on your child's approved pickup list. As a matter of safety, we ask for your cooperation with this matter. In addition, it is very important that the contact information we have on file for you and your emergency contacts stays current. Please supply us with new phone numbers and addresses when necessary. We want to make sure we can reach someone if needed.

As a reminder, in order to have a successful program, we must be able to plan ahead for the children who will be here each day. Attendance planning is essential for our program to run smoothly and for your children to receive all of the wonderful things we have in store for them. Naturally, things come up. If your child will be absent, please call to let us know. Furthermore, as cooler weather approaches, we will be reminding parents to send appropriate cold weather gear with their child for any outdoor play that we may have in the schedule.

We encourage you to call anytime throughout the year with any questions or concerns that you may have. Please don't hesitate to contact us!

It is a pleasure to be working with your children, and we are excited that we can provide a safe and fun atmosphere for them each day!

Looking forward to a fantastic school year!

Sincerely,

[REDACTED]
Sterling Community Center, After School Program Coordinator
907-262-7224

Student Profile

Student's Name: _____ Parent/Guardian Name: _____

Street Address: _____ City: _____

Zip Code: _____ Phone Number: _____

Grade: _____ D.O.B. _____ Race/Ethnicity: _____

DEPARTURE/RELEASE

Please list designated persons who your child may be released to. Individuals must be at least 18 years of age and be able to provide a valid photo ID for staff verification.

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

EMERGENCY CONTACTS

Please list designated people who may be contacted in case of emergency if we are unable to reach you.

Individuals must be at least 18 years or older. (Minimum of two people)

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

I understand that my child will only be released from the Sterling Community Center to a parent/guardian or designated person listed with valid photo ID. I will also notify the staff of schedule changes that will affect my child's arrival and departure times.

Parent/Guardian Signature

Date

Medical Release Form

AUTHORIZATION FOR AGENT TO CONSENT TO THE TREATMENT OF MINOR

I, the undersigned, parent/guardian of _____ (minor) do hereby authorize The Sterling Community Center, as agents for the undersigned, to consent to any X-ray, medical examination, anesthetic, medical, surgical diagnosis, treatment, or hospital care at the nearest available hospital, which is deemed advisable and is to be rendered under the general or special supervision of any physician and surgeon licensed by law to practice.

This authorization shall remain in effect while the child is enrolled at The Sterling Community Center, After School Program. I understand that a conscientious effort will be made to locate a parent/guardian before any action will be taken.

Parent/Guardian Signature

Date

In case of emergency, my preferred hospital for treatment or hospital care is listed below. I am aware that depending on location and situation, alternative hospitals may be selected by emergency services during an emergency situation.

Hospital Name:

Family Physician/Pediatrician Name:

Family Physician/Pediatrician Address:

Family Physician/Pediatrician Telephone Number:

Child Medical/Physical Care Plan

Child's Name: _____

D.O.B. _____

Special Health Concerns:

Symptoms to watch for and emergency action to be taken if the following symptoms occur:

Activities/Foods/Environment conditions to be avoided:

Medical procedures to be followed and expected benefit of treatment:

Are any medications required? No _____ Yes _____

If yes, what medications: _____

I give permission for the staff at The Sterling Community Center to perform the procedures in my child's
Medical/Physical Care Plan.

Parent/Guardian Signature

Date

Request for Administration of Medication

One form must be completed for each medication. ***Sunscreen lotion requires the completion of this form as directed by the State of Alaska***

Check all that apply:

- Prescription Medication
- Topical product/lotion
- Refrigeration Required
- Food supplement
- Nonprescription Medication
- Modified diet

Complete the following information:

Name of Child: _____ DOB: _____ Weight: _____ lbs.

Name of Medication: _____ Exact Dosage: _____

To be administered at the following times: _____

Parent/Guardian Signature

Date

Routine Field Trip/Transportation Permission

I give permission for my child, _____, to travel with The Sterling Community Center to any pre-approved field trip destination during the After School Program by walking, car, van, or bus (or hired rental bus/driver). Additionally, my child has permission to walk to other areas (ex. park/playground) within a mile radius of the center. I understand that if my student has special needs, it is my responsibility to inform the SCC staff.

During the hours my child is in the care of The Sterling Community Center, I may be reached at the telephone number listed below. I understand that it is my responsibility to update staff when and if this contact information changes:

Phone Number

Permission for Photography/Videotaping

There will be an occasional need to develop photographic and video data to document activities and events taking place during the After School Program. Students will often be featured in this collection. These photographs are often used for PR purposes, such as websites, and other PR publications. I understand that the photographs/video footage may be used in presentations, posters, brochures, advertisements, and other promotional areas on behalf of The Sterling Community Center. All such photography will be maintained as property of The Sterling Community Center with all rights reserved.

Please select one option below:

_____ The Sterling Community Center **has my permission** to photograph/videotape my child while participating in activities.

_____ I **do not give my permission** to The Sterling Community Center to photograph/videotape my child while participating in activities.

Parent/Guardian Signature

Date

Permission for Internet Access

We are pleased to offer students access to the internet. There are, however, areas that remain unrestricted, that contain explicit, uncensored material that could be considered morally corrupt and perverse at best. Close monitoring will be provided during internet use and prior to use students will be advised of the list of websites that have been screened and approved for their use.

In the event that students are found to have gained access to inappropriate material, they will be removed from the system for the remainder of the session and a parent/guardian will be notified.

The staff will take great care to ensure that a responsible representative supervises the computers at all times. However, precautionary measures are not to be confused with guarantees.

_____ My child **may have** access to the internet.

_____ My child **may not have** access to the internet.

To parents/guardians who authorize internet access, your signature below acknowledges that you have discussed with your child our internet usage and safety policy.

Parent/Guardian Signature

Date

Behavior Policy

Every successful program begins with cooperation, commitment, and appropriate behavior. We require that every student remains mindful and responsible for their actions and behavior in order to maximize the enjoyment and learning experience for all while attending program.

We ask that each student:

- *Use appropriate manners on a daily basis.**
- *Show respect to other students, staff, and property.**
- *Listen to staff and follow directions.**
- *Clean up after themselves.**
- *Keep their hands and feet to themselves.**
- *No inappropriate or offensive language.**

Consistent poor behavior will result in removal from the program. This can include a child hampering the smooth flow of the program by either requiring constant one-on-one attention, inflicting physical or emotional harm to other children, being physically aggressive towards staff, and/or otherwise unable to conform to the rules and guidelines of the program.

We ask for your signatures to ensure acknowledgement of these policies as well as the commitment of your respect and support whenever you are present in our center throughout the duration of the program.

Parent/Guardian Signature

Date

Important SCC Policies

We are thrilled to provide quality programming for your child!

In order for our center to operate most efficiently, please be advised of the policies below:

- We have strict policies on the treatment of our fellow community center members and participants. Fighting and/or bullying will not be tolerated.
- The SCC will not, under any circumstances, allow your child to attend the program if they refuse to practice appropriate behavior, or consistently arrive unprepared or refuse to participate. The SCC is not a free childcare facility. We are a Community Center first and foremost and are here to assist with the needs of the community. Please do not drop your child off if they are unprepared to participate or behave accordingly.
- We must have current and working phone numbers on file in order to reach you in the event of an emergency. If important contact, medical, or dismissal information changes, you are required to update staff accordingly and immediately.
- We strictly enforce our dismissal time. If your child is not picked up on time, you will be assessed a late pick up fee to cover the cost of staffing.

Any violation of the above policies may result in withdrawal from SCC programming. By signing below, you acknowledge and agree to the policies of the SCC.

Parent/Guardian Signature

Date