



# After School Program Registration 2017

\*PLEASE COMPLETE ENTIRE REGISTRATION PACKET. INCOMPLETE PACKETS WILL DELAY REGISTRATION.

Children attending program must be in Kindergarten and have not finished 6th Grade.

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Current Grade : \_\_\_\_\_  
 \_\_\_\_\_ Age: \_\_\_\_\_ Current Grade : \_\_\_\_\_  
 \_\_\_\_\_ Age: \_\_\_\_\_ Current Grade : \_\_\_\_\_

N4Cs Member (circle one): YES / NO      Expiration date: \_\_\_\_\_

Are there any days your child will NOT regularly attend? Mon Tue Wed Thu Fri

Does your child plan to participate in the following outside community programs?

Class at Color Creative on Tuesdays? \_\_\_\_\_ KFC on Wednesdays? \_\_\_\_\_

(If none of the above is selected and your child will not be attending N4Cs After School Program, a note needs to be submitted to the school, otherwise your child will be dropped off at N4Cs.)

**IN ORDER TO RESOLVE CONFUSION AT THE FRONT DESK, WE WILL NEED TO BE PROVIDED WITH A CREDIT CARD OR BANK DRAFT ON FILE TO BE CHARGED. THE CHARGE WILL BE SCHEDULED IN ADVANCE AT REGISTRATION AND OCCUR EVERY THURSDAY. WE APOLOGIZE FOR ANY INCONVENIENCE THIS MAY CAUSE, BUT IT WILL HELP US TO BETTER SERVE YOU.**

Please check the range of income for your household (for grant purposes):

Persons in Household

<input type="checkbox"/> 2	<input type="checkbox"/> \$16,020 or less	<input type="checkbox"/> \$16,021-\$40,050	<input type="checkbox"/> \$40,051 & Above
<input type="checkbox"/> 3	<input type="checkbox"/> \$20,160 or less	<input type="checkbox"/> \$20,161- \$50,400	<input type="checkbox"/> \$50,401 & Above
<input type="checkbox"/> 4	<input type="checkbox"/> \$24,300 or less	<input type="checkbox"/> \$24,301 - \$60,750	<input type="checkbox"/> \$60,751 & Above
<input type="checkbox"/> 5	<input type="checkbox"/> \$28,440 or less	<input type="checkbox"/> \$28,441 - \$71,100	<input type="checkbox"/> \$71,101 & Above
<input type="checkbox"/> 6	<input type="checkbox"/> \$32,580 or less	<input type="checkbox"/> \$32,581 - \$81,450	<input type="checkbox"/> \$81,451 & Above
<input type="checkbox"/> 7	<input type="checkbox"/> \$36,730 or less	<input type="checkbox"/> \$36,731 - \$91,850	<input type="checkbox"/> \$91,851 & Above
<input type="checkbox"/> 8	<input type="checkbox"/> \$40,890 or less	<input type="checkbox"/> \$40,891 - \$102,250	<input type="checkbox"/> \$102,251 & Above

## After School Fees:

**Registration Fee: \$25.00**  
(non-refundable 1-time fee)

Check your Plan:

**Monthly Plan\***

(Unlimited Number of Days)

**Member: \$150.00/ month**

**Non-Member: \$160.00/ month**

**12 Day Plan\***

(Choose 12 days per month for care)

**\$120/month**

(Payment plans available for either option.)

*\*Please note: You pay for the days you sign up for, not the number of days actually attended.*

**Program Hours: 3:00-5:30pm**

## Program Care Includes:

- Snack
- Homework Help
- Activities/Crafts
- Guest Speakers & More!

## PARENT/GUARDIAN INFORMATION

1st Parent / Guardian: (Person responsible for payment) \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ D.O.B. \_\_\_\_\_

2nd Parent / Guardian: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ D.O.B. \_\_\_\_\_

## RESIDENCY INFORMATION

Municipality: \_\_\_\_\_ County: \_\_\_\_\_

# EMERGENCY CONTACT PAGE

**\*ONE FORM PER CHILD\***

**Child's Name:** \_\_\_\_\_ **Birthdate:** \_\_\_\_\_

1st Parent/ Guardian: \_\_\_\_\_ Gender: \_\_\_\_\_

Current Grade : \_\_\_\_\_ Resides With: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION (IF PARENT OR GUARDIAN CANNOT BE REACHED.)

**Emergency Contact #1:** \_\_\_\_\_ **Relationship to Child:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Emergency Contact #2:** \_\_\_\_\_ **Relationship to Child:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## AUTHORIZED PICK UPS

- |          |              |  |
|----------|--------------|--|
| 1) _____ | Phone: _____ | <b>ATTENTION:</b><br>Your child will only be released to a parent, legal guardian or authorized pick up. |
| 2) _____ | Phone: _____ |  |
| 3) _____ | Phone: _____ |  |
| 4) _____ | Phone: _____ |  |

## MEDICAL INFORMATION / SPECIAL NEEDS

Physician/Medical Provider: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance:	Policy Number:
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Allergies:	Medical Conditions:
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Medications:	Disabilities:
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Special Needs:	Restrictions:
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## PARENTAL CONSENTS - PARENT SIGNATURE REQUIRED FOR EACH ITEM BELOW

Obtaining Emergency Care:	Administering Minor First Aid Procedures:
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Transportation by N4Cs:	Photograph:
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Today's Date:	
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I hereby certify that the included information is accurate and complete.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Registration Agreement

I agree to adhere to the Northern Columbia Community and Cultural Center After School Program registration policies outlined in this policy, and I give my child(ren) permission to participate in all activities during the After School Program. **Please read each agreement, initial, and sign your full name on line provided after reading entire document.**

Registration must be completed before a child may attend the after school program and consists of the following:

- a. Completed Program Registration page with the most accurate and up-to-date information.
- b. Completed and Signed Emergency Contact page
- c. Signed Registration Agreement
- e. Signed Program Responsibilities Page
- f. Signed Conduct Policy
- g. Payment for the first month of program (payment plans available) that your child will be attending.

- 1) I understand that all after school fees must be paid in full on the Thursday prior to attending after school care, by 11:59 PM. Depending on availability, late registrations may not be accepted due to staffing and attendance conflicts. If space is available, a late fee of \$10 will be assessed to enroll a child after that date. \_\_\_\_\_
- 2) Children enrolled in the program must be signed out by an authorized individual. N4Cs staff assumes responsibility of all program attendees during the after school program. N4Cs Staff will verify authorized adults when dropping off and picking up attendees. Unauthorized adults will not be permitted to leave with an attendee under any circumstances. Authorized persons must have a Photo ID. Failure to comply with this policy, could result in termination of care and program enrollment. **This policy is for your child's safety.** \_\_\_\_\_
- 3) I understand that, whenever possible, I will be notified prior to medical treatment of my child. If notification is not possible or emergency contact can not be reached, I give permission to the N4Cs to arrange emergency care for my child. I authorize the N4Cs to use the closest medical facility and grant permission for the medical facility to provide medical care. I understand that I am financially responsible for any medical or transportation expenses incurred on my child's behalf. \_\_\_\_\_
- 4) Any form of violence (whether physical or verbal), talking back, or inappropriate language will not be tolerated at any time. Should my child behave in a way that does not follow the stated program Conduct Policy, I will be called for a conference and understand that my child may be dismissed from the After School Program without refund of fees. \_\_\_\_\_
- 5) In consideration of the N4Cs, I waive all claims of any lost, broken, stolen or damaged items. For that reason personal items should not be brought to the program. I understand if my child brings these items, N4Cs or staff is not responsible. \_\_\_\_\_
- 6) N4Cs After School Program concludes at 5:30pm and participants need to be signed out by an authorized pick up. N4Cs is not responsible for students that are not picked up by 5:30pm. \_\_\_\_\_
- 7) I authorize the reproduction and use, for promotional purposes, of any photographic images taken of me and/or my child by the N4Cs, as well as those on Facebook and other social media. I understand that I will not receive any compensation, money or otherwise, for the professional use of said photographic images. \_\_\_\_\_

In consideration of the Northern Columbia Community and Cultural Center program listed above, I waive all claims for myself and for the participants listed above, for any injuries or illness, which may result from participation, including any transportation provided by N4Cs, staff, agents or contracted entities. I further state that the above participant is in proper physical condition to participate in this program. In the event that there is a question regarding the physical condition of the participant, a physician will be consulted by parent/guardian to review the situation prior to any participation. I agree to adhere to the Northern Columbia Community and Cultural Center Registration Agreement and implemented rules and policies for the After School Program as outlined, and give my full permission for participation in this program.

**My Child and I have read and understand the Registration Agreement.**

Parent/Guardian Signature: \_\_\_\_\_

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

# Program Responsibilities

The program will run Monday through Friday, Aug 23rd , 2017 – June 8th, 2018 and will follow the Benton Area School District Calendar and School Cancellation Policy.

## Program Attendance

- If your child will not be coming to N4Cs After School Program on a specific day, a note needs to be submitted to the school, otherwise your child will be required to be dropped off at N4Cs.
- To ensure adequate staffing, resources and supplies, you are paying for the months you sign up for, not for the actual amount of days attended.
- Cancellation of care must be received in writing TWO weeks in advance of removal date.

## Payment

- Payment must be made the Thursday prior to the month your child will attend or a \$10.00 late fee will be charged.
- To be considered registered, automatic payment needs to be set up with a credit/debit card.
- If you enroll in August, a minimum payment of \$75 (\$50 for shortened month fee plus registration fee of \$25) needs to be paid at time of enrollment. If initial enrollment occurs in other months, a partial payment of a \$65 minimum (\$40 for an individual week plus registration fee \$25) is due at the time of enrollment. The remaining balance will be set up on a monthly payment plan to withdraw fees the Thursday prior to the start of the month your child is enrolled. If necessary, bi-weekly plans can be arranged upon request.

## School Closings/ Half Days

N4Cs After School Program follows BASD calendar. If there is a scheduled day off, a snow day, or an early dismissal there will be no after school program held on that day.

## BASD/No After School Program Dates:

09/04/17: Labor Day

09/25/17-09/29/17: Closed for Bloomsburg Fair

11/09/17: Parent Teacher Conference

11/22/17-11/28/17: Thanksgiving Break

12/22/17: Early Dismissal for Winter Break

12/25/17-1/02/18: Winter Break

01/15/18: Professional Development Day

02/01/18: Parent Teacher Conference

02/16/18-02/19/18: Presidents Day

03/16/18: No School

03/29/18-04/02/18: Spring Break

05/18/18: Act 80 Day

**I have read and understand the Program Responsibilities.**

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **CONDUCT POLICY**

It is the intent of the Northern Columbia Community and Cultural Center that each attendee enjoys the activities planned by understanding that he/she is responsible for his/her actions. With prior knowledge of our basic rules of safety and good conduct, each child is made aware of how to exercise self-discipline, and that N4Cs is here to help attendees and to know that we want him/her to succeed. As in any group activity, the inappropriate behavior of a few children can spoil the experience for the entire group. Therefore, the following conduct policies apply directly to each child and will be used in determining his/her eligibility to continue as a participant in the N4Cs After School Program. In accordance with the severity of the infraction and the number of times the infraction occurs, a child may (A) be suspended or (B) be terminated from the program for:

1. Repeatedly using foul language and/or being rude and discourteous to staff and/or peers.
2. Defacing N4Cs property.
3. Bringing or using illegal substances: alcohol, drugs, weapons (as deemed by staff of the N4Cs) or unsafe personal sports equipment.
4. Stealing or defacing the property of others.
5. Refusing to remain with his/her group, intentionally, and repeatedly leaving his/her group activity.
6. Inappropriate physical contact: repeated hitting, biting, and/or other physical altercations.
7. Intentionally or repeatedly going to unauthorized areas of the facility or leaving the premises without permission.

In the event that an attendee has proven that he/she is unwilling to follow these policies, the parent/guardian will be notified and must meet with the Program Director in order to discuss the situation. The Director will consider a possible suspension or termination. NO REFUNDS will be given. It is our daily desire that every child enjoys his/her N4Cs after school experience. It is for this reason that we have initiated policies we feel are fair, easily complied with and are of benefit to everyone involved.

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_