

The After School Club LLC

Irving

2015/2016

Child's Name

Grade

Room #

Teacher's Name

Schedule of Child Care Attendance:

Before School: 7:00 am to 8:15 am Monthly \$145.00 M-F or \$110.00 3 days

Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____

Before School: 7:30 am to 8:15 am Monthly \$105.00 M-F or \$80.00 3 days

Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____

After School: 2:30 pm to 6:00 pm Monthly \$230.00 M-F or \$185.00 3 days

Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____

The After School Club LLC
Child Enrollment and Authorization for Irving

Child Full Name _____ Start date _____

Birthdate _____ Age at entry of care _____

_____ For this school year only _____ enroll until 2 week notice is given

Parent or Guardian Contact Information

First and Last Name of Parent or Guardian Relationship to Child

Street Address City State Zip Code

Home Phone Cell Phone Work Phone

Employer / Work Hours

First and Last Name of second Parent or Guardian Relationship to Child

Street Address City State Zip Code

Home Phone Cell Phone Work Phone

Employer / Work Hours

Required Emergency Contact Information
(other than parent or guardian that is authorized to pick up child)

First and Last Name Relationship to Child

Home Phone Cell Phone Work Phone

First and Last Name Relationship to Child

Home Phone Cell Phone Work Phone

NON-Emergency Contact Information **(authorized to pick up child)**

First and Last Name Relationship to child

Home Phone Cell Phone Work Phone

NON-Emergency Contact Information continued (authorized to pick up child)

First and Last Name Relationship to child

Home Phone Cell Phone Work Phone

Medical/Dental Contact Information REQUIRED :

(*This MUST BE completed BEFORE the first day of care)

* _____
Primary Physician Name

* _____
Phone

* _____
Family Dentist

* _____
Phone

ASC Staff Member initials _____

Other Children in the Home

Full Name _____ Nickname _____ Age _____ Sex _____

Full Name _____ Nickname _____ Age _____ Sex _____

Full Name _____ Nickname _____ Age _____ Sex _____

ALLERGY/HEALTH ALERT: (Must answer)

Does this child have allergies or other health issues?

Yes _____ No _____

ASC Staff Member initials _____

If yes, list all allergies or health issues, including instructions for providing the best possible care in regard to stated conditions. Do any of the medical conditions restrict the child's activities? If yes, please explain. Add additional page if needed. Please include food allergies and special dietary needs.

Arrival and Departure Procedures:

*All children joining or leaving our program without a authorized adult **MUST** have the following form on file: “*School Age Arrival and Departure Procedure*”, Child Care Division Rule #414-300-050.

Non-After School Club Activities:

***SPORTS:** Children that have practice or games at Irving School sign themselves out and go to their designated play areas. **The After School Club** is not responsible for them after they sign out.

***WORKING IN A CLASSROOM:** Children bring a note or we have verbal confirmation from their classroom teacher or another school staff person that they will be helping out in the classroom. We write down the classroom they are working in. **The After School Club** is not responsible for them until they check back in with us.

***SCHOOL STORE:** Children take our “school store pass” and go to the school store. They are not accompanied by an **After School Club** staff member. Irving School staff are in the classrooms and hallways.

Self Departures:

***BUS RIDERS:** The children are escorted out to the bus waiting area, and asked to line up for their specific bus. They will be supervised by Bethel employees and bus drivers.

The After School Club does not have supervision for morning bus riders. We do not assume responsibility for them until they check in with us.

***WALKING HOME:** With a written note or phone call from parent or guardian, children may sign themselves out and walk home. **The After School Club** is not responsible for them after they sign out.

Special Care Arrangements:

We are committed to giving the best care possible for your child please list any additional information you feel would best help us care for your child.

Additional information or comments (attach additional pages if needed):

*
*
*
*
*

IEP 504 Plan Safety Plan Behavior Plan (Please attach a copy)

Check In/Out:

Students will come to the lunchroom to check in after school is out. Children **MUST** be picked up by 6:00 p.m. Children will only be released to people that are on your authorization list with photo ID. This is for the safety of your child(ren). **The After School Club** is **NOT** responsible after a child is checked out. Written notice **MUST** be given to make any changes on the authorization list. Please inform all those you have listed on the authorization list that they **MUST** have **photo ID** to pick up your child. If a parent is denied access to their child, we **MUST** have a copy of signed court papers. A person checking a child out **MUST** come to the classroom and sign him or her out before the child will be released.

Initial _____

No Child Should Be Left Out

It is our belief that no child should be left out. AND, it is our company policy that religious and traditional holidays, i.e., birthdays and calendar holidays, are personal and should be celebrated at home. Party invitations and greeting cards shall not be handed out at **The After School Club**. Our activities will be based on weekly themes. Whenever possible, seasonal themes will be incorporated.

Divorce/Separated Information

Parent responsible for child care payments _____

Will separate accounts be needed: Yes ___ No ___ (MUST have current mailing addresses on file.)

Custody arrangements (MUST have complete copy of Court-signed documents.)

Restraining Order Yes ___ No ___ (MUST have copy of Court-signed papers.)

Finance:

All Day Care (except **AFS/DHS**)* MUST be prepaid.

- All **AFS/DHS** co-pay payments MUST be prepaid.
- Balances not covered by **AFS/DHS** are due beginning of the following month.

All payments are due on the 1st of the month, and are considered late after the 5th. A \$25.00 late fee will be assessed on all late payments. If payment has not been made by the 8th, your child(ran) may be removed from the program and may lose their opening in the program. All late fees and monthly fees MUST be paid in full BEFORE we will accept your child back into the program (if there is an opening available).

A \$10.00 service fee will be charged for copies of children’s records. This fee will be charged for each month requested.

Payments may be made by cash, money order or check made payable to **The After School Club**. If a check is returned for Non-Sufficient Funds, there will be a \$25.00 fee in addition to the bank fee, and may result in the requiring of all subsequent payments being made by money order or cash.

A parent picking up a child after 6:00 p.m. will be charged \$5.00 for 1-5 minutes and a \$1.00 a minute thereafter per child.

| | |
|------------------------|--------------------------------------|
| ENROLLMENT FEE: | \$10.00 per year |
| SUPPLY FEES | \$30.00 per program, per year |

Initial _____

Scheduling:

We MUST be given a regular schedule of your child care needs in order to follow up on a missing child. If you call the school to inform them that your child will not be at school, you MUST also call **The After School Club** and tell us at the same time. There will be a \$5.00 "finder's fee" each time we need to call you if your child does not show up on their scheduled days. If you are taking them from school early or if they are going home with a friend, you MUST notify us so we do not expect them. **The After School Club** cannot be and are not responsible to check on a child who does not have a regular documented schedule. Parents are responsible to inform us as to any changes in attendance.

If we cannot locate your child within 1 hour of scheduled arrival time we will notify the Sheriff Department and Children Services Division.

Parents are responsible to notify the director in writing at least 2 weeks before the end of the month if their child will be leaving the program. Failure to notify in writing less than 2 weeks before the end of the month may result in the parent being required to pay for the upcoming month.

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How to reach us

Preschool Cell Phone 541-554-3481

After School and Kinders Cell 541-556-9219

****Our cell phones do have texting.****

****Please always identify yourself when texting.****

School Land line 541-688-2621 x2416

Emergency Contact Owner Lori Wheeler 541-554-1658

Our web site address is: theafterschoolclub Eugene.com

Mailing address: 3200 Hyacinth Street Eugene, OR 97404

Letters mailed during the summer months will be delivered to us in September.

School Playground/Gym Use

At this time **The After School Club** will only use the following equipment if a ASC staff member is leading or closely supervising this activity.

- teeter totters

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School Contact

The After School Club may occasionally discuss with classroom teachers, principal, counselor and/or other staff members specific issues concerning your child. This may include field trips, homework, classroom behavior and activities. Our goal is to be consistent in the care and well being of the children we care for.

Initial _____

Photograph Information:

Some events include photographs of the staff and children participating in activities, parties and the like that happen at **The After School Club** throughout the year. It is possible that these events may be of interest to the local news media.

We **MUST** have your signed consent to take photographs of your children while they are participating in our program.

We would like your permission to include your child/children in any photo show presentations of our year in a DVD format and/or in a photo board format that may be viewed by the teachers and other students in the school.

The After School Club has permission:

- My child can **participate in a play or drama** production. Yes No
- Use photos of my child/children for **display at the school.** Yes No
- Use photos of my child/children for **Newspaper or TV** news cast. Yes No
- Use photos of my child/children for display on **ASC website.** Yes No
- Use photos of my child for **DVD photo show to be shown at the art show.** Yes No

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No School/Half Days and Winter, Spring and Summer Breaks:

IMPORTANT NOTE REGARDING

NO SCHOOL, WINTER AND SPRING BREAKS

Some No School days we may ONLY be open at Irving OR Awbrey Park School.

You will be notified in advance as to what site will be open during No School Days.

No School and Half Days MUST be prearranged. A sign up sheet will be provided and be used as our attendance sheet for that day. Staff will be scheduled accordingly.

Winter and Spring Break are not guaranteed. Families would do well to secure alternate arrangements for these breaks as we cannot guarantee we will be open.

Our Summer Program is decided by a survey of current enrolled families needs.

Initial _____

Electronics Policy

For all no school/furlough days your child will be allowed to bring their own Gameboys, CD players, and other personal hand held "gadgets" (no DVD players) if they like. **The After School Club** is not responsible for them. No charging of any "gadgets" while at school. It is important that **ALL** games and music are age appropriate (rated E, no explicit lyrics, etc.) and labeled with your child's name. Children are **NOT** allowed to share any music or games with friends. We are aware that some games are "linkable" and children can play each other as long as they each own the "linkable" game. Each family will need to set those boundaries with their individual children. Please understand that is something that will **NOT** be monitored by staff.

During our summer program we have a set time that electronics are played (1 to 3 pm). However, for no school days, we will allow children to play as they wish with the exception of snack, lunch and recess times. We will leave it to each family to set their individual time limits for their children. If you do have set limits for your child, including "linkable games, please send in a note on the no school day and we will help your child remember the limits. Please note that a new note will need to come each no school day.

We have many activities planned for no school days and for the most part all kids participate in them. We would like to add the electronics option to our already flexible no school day schedule.

Toys From Home

The After School Club has many toys to choose from for your child to play with. We ask that children **DO NOT** bring any toys from home. Occasionally we will have a special party or a themed no school day that children are able to bring in toys from home. On those special days we will have a note posted or sent home explaining what toys can be brought and how many. If a toy or item does come from home it **MUST** be clearly labeled with child's name or initials.

There have been occasions where children may receive something (toy or item) from a teacher or counselor. Those items are to be put in their backpacks to share with their family when they are picked up. If any item has a hard time staying in the backpack we will hold it for them in the office to be picked up when they go home.

Movie Policy

The After School Club will occasionally show a movie that go with our themes of the week or as a treat on a no school day. The movies will be rated either G or PG. We will post the name of the movie on the parent board the day of the movie. If you do not want your child to watch the movie, we will provide a place and alternate activities for them to do while the movie is on. Parents must notify a teacher at drop off if they are **NOT** allowed to watch the movie.

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Lunch and Snacks:

Each child will be required to bring a lunch on all no school days. Their boxed lunch MUST be self-contained. It MUST NOT require heating or refrigeration.

The After School Club provides snacks for the children that are USDA approved. Children with specific dietary needs may be required to bring their own snacks. Parents may wish, on their child's special day, to provide a special treat for all children to share.

Peanut and other Allergies:

Due to the increase in food allergies and special dietary needs children may need to bring their own snacks. For peanut allergies we will have separate lunch box containers for lunches with peanut butter items and non-peanut butter items. We will assign tables in the lunch room area that will be peanut free areas. Time will be spent with children on allergy education and awareness. If your child has special dietary needs and/or food allergies it is very important that they are explained clearly in the allergies section in this enrollment package.

Health Issues and Concerns:

Head Lice: Any child found to have live bugs will need to be removed from the program until no live bugs are found and they have been treated.

From the Child Care Division Rule Book Ordinance 414-300-0220 states:

Illness or Injury

(1) Illness:

(a) A center shall not admit or retain in care, except with the written approval of the local health officer, a child who:

(A) Is diagnosed as having or being a carrier of a child care-restrictable disease, as defined in Health Division administrative rules, OAR 333-019-0010; or

(B) Has one of the following symptoms, or combination of symptoms, of illness:

(i) Fever over 100 degrees F taken under the arm;

(ii) Diarrhea (more than one abnormally loose, runny, watery or bloody stool);

(iii) Vomiting;

(iv) Nausea;

(v) Severe cough;

(vi) Unusual yellow color to skin or eyes;

(vii) Skin or eye lesions or rashes that are severe, weeping, or pus-filled;

(viii) Stiff neck and headache with one or more of the symptoms listed above;

(ix) Difficult breathing or abnormal wheezing; or

(x) Complaints of severe pain.

(b) A child who shows signs of illness, as defined in this rule, shall be isolated and the parent(s) notified and asked to remove the child from the center as soon as possible;

The After School Club defines "as soon as possible" to mean within 30 minutes of notification of illness.

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The After School Club's BEHAVIOR AGREEMENT

We believe that after school child care should provide a relaxed, comfortable environment where children are encouraged to play, visit, and create. In order to provide this type of environment, we have a flexible structure enabling the children to choose from many different activities. This is only possible if children accept the responsibility to follow these expectations, and we have your cooperation in impressing the importance of these guidelines.

Our code of conduct is primarily the same as the schools:

- 1) follow directions from any adult in charge
- 2) show respect for other students and for adults in language and actions
- 3) respect the property of the school and other students
- 4) use good table manners, talk quietly and stay seated while eating
- 5) share all playground and craft equipment
- 6) use all playground and craft equipment safely and properly
- 7) work and play in the approved supervised areas
- 8) walk and talk in the hallways quietly, even though school is out

Appropriate behavior will be praised and rewarded in various ways including the granting of special privileges.

Inappropriate behavior will be disciplined in one or more ways:

- 1) the student will be reminded of expected behavior
- 2) the student will receive an opportunity to make another choice
- 3) the student will miss opportunity to participate in a craft or game
- 4) the student and his/her parent will have a conference with staff

Serious misconduct: Stealing, intentional damages of property, physical assault on another person, profane or obscene language or open defiance of a supervisor may result in an immediate expulsion from the program. The parent will be responsible for reimbursing the program for the cost of damaged items. **The After School Club** reserves the right to remove a student without notice that engages in any of these behaviors.

Although these guidelines are discussed frequently with the children, we would like you to go over this list of expectations with your child. We appreciate your support of this behavior agreement.

Biting: We support a zero tolerance for biting.

- 1st Bite = Parent called to remove the child for the rest of the day.
- 2nd Bite = Child is removed from the program for 2 weeks.
- 3rd Bite = Child is removed from the program for remainder of year.

No Refund for any days missed due to biting.

Initial _____

The After School Club LLC

Irving

Parent or Guardian Authorization

My child may be given non-prescribed medication as indicated on the original container. This may include sunscreen, child pain reliever, Benadryl and antibacterial first aid cream. Syrup of *ipecac* may be administered if deemed necessary by the poison control operator. If your child has had allergic reactions to any of the above items, this must be noted in the ALLERGY ALERT section of this form. The child's parent or guardian will be contacted prior to administering non-prescription pain relievers and/or Benadryl. EACH Prescription medication MUST have a separate detailed permission slip filled out and signed.

In case of emergency, **The After School Club** has my permission to call 911 and allow them to transport my child to the nearest hospital to be treated by an on-call physician. The parent or guardian will be notified as soon as possible.

Parent or Guardian signature _____ **date** _____

Parent or Guardian Authorization:

- I have read and understand the policies, procedures and billing for **The After School Club**.
- I hereby give my consent for my child to participate in this program.
- I have reviewed the behavior agreement and will go over it with my child before their first day in the program.
- I understand the expectations of **The After School Club**.
- I am aware that **The After School Club** is an independent contractor for the 4j & Bethel School Districts.

Parent or Guardian signature _____ **date** _____

Signature of ASC Staff _____ Date _____

E-Mail Information

Would you like to be contacted via e-mail with reminders or events?

If yes, please go to our web site:

theafterschoolclub Eugene.com

The "Subscribe" section is on the right side home page. Click on "(Un)Subscribe to posts" and enter your email address.

SUPPLY LIST FOR THE ASC ALL GRADES

If you could bring us:

1 box of Kleenex (helpful for allergy & cold season)

1 package of baby wipes (helpful for the super messy projects)

These 2 things would help us out so very much thank you.

We are always looking for these recycle items:
Old scratched CD's or DVD's (to use for art projects)
fabric
clothes your children have out grown for
our accident box.