

# The After School Club LLC or The ASC Irving k-5 2018/2019

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Child Name

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Grade

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Room #

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Teacher's Name

## *Schedule of Child Care Attendance:*

### Before School Hours

\_\_\_\_ 7:00 am to 8:15 am Monthly \$150.00 M-F or \$115.00 3 days

\_\_\_\_ 7:30 am to 8:15 am Monthly \$110.00 M-F or \$85.00 3 days

Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ Friday \_\_\_\_

After School:

2:30 pm to 6:00 pm

Monthly \$255.00 M-F or \$195.00 3 days

Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ Friday \_\_\_\_



# The After School Club LLC or The ASC Child Enrollment and Authorization for Irving k-5

Child Full Name \_\_\_\_\_ Start date \_\_\_\_\_

Birthdate \_\_\_\_\_ Age at entry of care \_\_\_\_\_

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

## 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.

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## 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 (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 \_\_\_

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 holiday greeting cards shall not be handed out at The ASC. Our activities will be based on weekly themes. Whenever possible, seasonal themes will be incorporated.

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)  
This information may be shared with school counselors, principals and teachers.

### Check In/Out:

Before School children will be dropped off and signed in by parent in classroom #3 The Pete the Cat room. After School students will come to the cafeteria to check in after school is out. Children MUST be picked up no later than 6:00 p.m. Children will only be released to individuals on the "authorized to pick up" list with photo ID. This is for the safety of your child(ren). If you do not have photo ID with you, we will ask you to go get it before you can pick up. The ASC is NOT responsible for your child after the 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/anyone is denied access to their child, we MUST have a copy of the signed court documents. A person checking a child out MUST come to the classroom and sign your child out before the child will be released.

### Protecting all Children - 5 minute Guideline

The ASC is committed to making sure all children are safe and secure while in our care. If any School District staff members, counselors, volunteers or maintenance workers are in our designated areas for more than 5 minutes they will be asked to sign in with a ASC staff members upon arrival and departure. They will not be left alone with the children.

Parents may have access to their children or visit The ASC at anytime, we encourage all pick up and dropping off to happen within the 5 minute time frame. If more time is needed please see the Director or Lead Teacher.

At no time may photos or videos be taken of your child playing with or around any children in the assigned ASC areas.

All play dates, sports practice and other social events must be planned by parents and not thru or with the children while in our care.

Initial \_\_\_\_\_

### Divorce/Separated Information

Parent responsible for child care payments \_\_\_\_\_

Will separate accounts be needed: Yes  No  If separate accounts are needed: each parent will fill out their own packet. Two separate accounts will be set up. They will have the same account number followed by a "d" for dad and "m" for mom. All packets are private and will not be shared with each family by The ASC.

Custody arrangements (MUST have complete copy of Court-signed

documents.)

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

Parent visits and parenting time is not allowed when your child is signed in.  
All arrangements must be made to take place outside of areas used by The ASC.

### Finance:

All Day Care MUST be prepaid.

All payments are due on the 1<sup>st</sup> of the month, and are considered late after the 5<sup>th</sup>. A \$25.00 late fee will be assessed on late payments. If payment has not been made by the 8<sup>th</sup>, your child(ren) may be removed from the program and may lose their spot 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 or The ASC. 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. There is a 10% discount for families with multiple children enrolled and attending The ASC at the same time.

If there is a billing question or discrepancy email:

[lori@theafterschoolclub Eugene.com](mailto:lori@theafterschoolclub Eugene.com).

To avoid late payment fees a payment is required before the 5<sup>th</sup> of the month. Even if you have a question about the charges, pay what you think they should be, accompanied by a detailed note or email. If you are in need of payment arrangements you must make a payment toward your balance by the 5<sup>th</sup> of the month to avoid late payment fees. A detailed payment plan is required in writing or email.

A parent picking up a child after 6:00 p.m. will be charged \$1.00 per minute late fee.

All AFS/DHS co-pay payments MUST be prepaid. Balances not covered by AFS/DHS are due at the beginning of the following month. If your co pay is higher than the monthly charge than you must pay all child care in full at the beginning of each month. Some AFS/DHS plans may require a larger monthly payment ahead of care. Non payment of co-pay or additional charges not covered by AFS/DHS may result in removal from the program.

We must have your caseworker name and phone number on file for your child to attend our program.

Caseworker's name \_\_\_\_\_ phone number \_\_\_\_\_

A Statement or handwritten payment coupon must accompany each

payment made.

There is a yearly \$30.00 supply fee \$10.00 enrollment fee.

Initial \_\_\_\_\_

### Snow Days

If the school district decides to close school due to weather conditions, we are required to be closed as well. A 2 hour delay changes our start time from 7:00 am to 9:00 am. If school has already started and the weather turns bad, please pick children up as soon as possible so all teachers can get home safely. There are no refunds for snow day closures.

### Closed Days/No School Days

The ASC will be closed and no care will be available: Labor Day, Thanksgiving Break, Memorial Day. Winter Break, Spring Break & Summer Break are not guaranteed. These school "breaks" are decided the month before they are scheduled. These breaks are subject to enrollment needs.

We will be open for most 'no school' days as set forth in the Bethel School District calendar. It is possible that we will not follow our regular daily schedule. For instance, the times for serving snack and lunch may be different. Additionally, ASC Awbrey Park teachers and students may join us as well. School District and Holiday NO SCHOOL DAYS may require an extra sign up process.

### Scheduling:

To reserve your spot, we must receive regular monthly payments that cover the charge for your saved spot. 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 ASC 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 your child from school early or if they are going home with a friend, you MUST notify us so we do not expect them. The ASC 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 30 minutes of scheduled arrival time we may notify the Sheriff Department and/or 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 The ASC 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.

Initial \_\_\_\_\_

## How to reach us

After School Cell 541-556-9219

Preschool Cell Phone 541-554-3481

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

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

Program or Preschool questions for all teachers and the director should be emailed to: [Kasey@theafterschoolclub Eugene.com](mailto:Kasey@theafterschoolclub Eugene.com)

Billing Questions to: [lori@theafterschoolclub Eugene.com](mailto:lori@theafterschoolclub Eugene.com)

Emergency Contact Owner Lori Wheeler 541-554-1658

Our web site address is: [www.theafterschoolclub Eugene.com](http://www.theafterschoolclub Eugene.com)

Mailing address: 3200 Hyacinth Street Eugene, OR 97404

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

## Toys From Home

The ASC has a variety of toys for the children to choose from. We ask that children DO NOT bring any toys from home, this does include electronic devices. Occasionally we will have a special party or a themed no school day that children are able to bring in toys or electronics from home. On those special days we will have a note posted and/or sent home explaining what items 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. The ASC is not responsible for lost or damaged items brought from home. We no longer allow electronic devices on No school days. All student cell phones must stay in their backpack and they must ask permission BEFORE they use them.

## Photograph Information:

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

Photos are taken by ASC Staff with our company electronic devices only. The pictures are regularly transferred to our company computer and are deleted from our devices.

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

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

At no time may photos or videos be taken by anyone other than ASC staff member in the assigned ASC areas.

ASC Staff Initial \_\_\_\_\_

### School Playground/Gym Use:

Children are allowed to use playground equipment if they are tall enough to do so without staff assistance.

If a child wishes to ride their bike, skate board or roller blades while on recess they must have a helmet and may not share with other students. The ASC is not responsible for any loss or damage to this equipment.

### Bathroom Policy

Only one child at a time will be allowed to use the bathroom while signed into any of The ASC programs. This does include siblings. All children using the bathroom must carry a bathroom pass. If it is only a hand washing time then a teacher will stand outside the bathrooms and allow 2 children to go in and wash hands together. This is allowed only when a teacher is outside the bathroom. If a child needs to go the bathroom then hand washing stops until the child is done. ASC teachers can not help children in the bathrooms that are k-5<sup>th</sup> grade. Preschool qualified ASC teachers can help children with bathroom needs when signed into any of our preschool programs.

At no time should any adult be using the bathroom at the same time as any child. Parents and teachers must check in with an ASC staff member to see that no child is in the bathroom before using it. Parents and teachers should also use the bathroom pass.

### Movie Policy

The ASC will occasionally show a movie that goes 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.

### 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 ASC defines "as soon as possible" to mean within 30 minutes of notification of illness.

It is preferred that the student have no symptoms for 72 hours. The absolute minimum is 24 hours with no symptoms.

Initial \_\_\_\_\_

### The ASC BEHAVIOR AGREEMENT

We believe that preschool and after school child care should provide a relaxed, comfortable environment where children are encouraged to play, visit, learn 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 are instructed and reminded regularly of their responsibility to follow these expectations, and we need your cooperation in impressing upon them the importance of these guidelines.

Our code of conduct is primarily the same as the school's:

- 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 breezeways/hallways quietly, at all times.

Appropriate behavior will be praised and recognized in various ways: "Bucket Filler Awards", prize box, stickers and most of all expressed specific appreciation from fellow students, teachers and staff.

If a child is struggling with our expected behaviors, listed below are one or more of the ways we will redirect desired behavior:

- 1) the student will be reminded of expected behavior
- 2) the student will receive an opportunity to make another choice
- 3) the student may miss opportunity to participate in a craft or game

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.

If a child's behavior does not improve after reminders and re-direction efforts, parents may be scheduled for a parent teacher conference for help and support.

### Serious misconduct Defined:

Biting, disrespect, spitting at or on others, inappropriate language, property misuse, defiance, stealing, intentional damage of property, physical assault on another person, intent to hurt/injure, 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 ASC reserves the right to remove a student without notice if they engage in any of these behaviors.

Listed below are one or more of the actions plans, that may be taken, for serious misconduct.

### Behavior Plan:

- Child separated from peer group and Parent called.

- Parent/Student/Teacher Conference to discuss and write out a behavior plan form that has a specific plan to help child change and redirect the behavior.
- Parent/Student/Teacher/Director conference to write out a behavior plan form that has a specific plan to help child change and redirect the behavior. This conference may result in the student being removed from the program for up to 2 weeks.
- Immediate removal from the program and child must be picked up within 30 minutes of notification. A Parent/Student/Teacher/Director/Owner conference will then be scheduled to write out a final behavior plan form that has a specific plan to help child change and redirect the behavior. This conference will include a specific written plan of when and if the student may return to the program.

There is a No Refund policy for any days missed due to behavior incidents

Initial \_\_\_\_\_

### Lunch and Snacks:

For NO School Days each child will be required to bring a lunch. All lunches must meet the USDA standards. The ASC is required by Children Services Division to supplement all lunches not meeting the USDA standards. Families may be charged extra for items supplemented. Their boxed lunch MUST be self-contained. It MUST NOT require heating or refrigeration.

The ASC provides snacks for the children that are USDA approved. Children with specific dietary needs may be required to bring their own snacks. For more information on the USDA Guidelines go to: [www.choosemyplate.gov](http://www.choosemyplate.gov)

### 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.

### E-Mail Information

To keep up with scheduled events and school closure information we recommend that you subscribe to our posts.

Please go to our web site:

[theafterschoolclubeugene.com](http://theafterschoolclubeugene.com)

The "Subscribe" section is on the right side home page.

#### Privacy of Records:

This completed enrollment form will be filed in a secure location. If you wish to make changes please submit a new enrollment form. There is a \$10.00 charge for copies of completed enrollment forms.

To add a person to your pick up list do not fill out a new enrollment form. Write the name of the child, the new person to add to the list and sign it. Give that letter to a ASC staff member.

Please refer to our website at: [www.theafterschoolclubeugene.com](http://www.theafterschoolclubeugene.com) to review the enrollment form information.

# The After School Club LLC or The ASC

# Irving k-5

## 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. 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 \_\_\_\_\_

Revised 8/2018

After School Supply List items are to be supplied by the parents:

1. 1 package of unscented baby wipes
2. 1 Box of tissue
3. 1 liquid hand washing soap container or refill bottle
4. 1 box of markers

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

### Contact Information

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Preschool Cell Phone 541-554-3481

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### USDA Information

[www.choosemyplate.go](http://www.choosemyplate.go)

Parents Keep this page (page 15)

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