

**F**aculty  
**A**nd  
**C**ommunity  
**E**nriching  
**S**tudents

# After School Program

Office use only

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

(Please fill out in **BLUE** or **BLACK INK**)

Fountain Lake School District is accepting enrollment in its second session of the FACES After-School Program. **This session will run from October 24, 2022, till December 21, 2022.** FACES is a free academic and enrichment program held after school **for grades K-6th.** The enrichment activities scheduled for that session are listed on the back of this form and are grade specific. **If you would like your child to participate in this coming session, fill out the front and back of this form and return it by the end of school on Wednesday, October 12, 2022.** Forms turned in after that date, or incomplete forms will be placed on the waiting list.

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Brother/Sisters in the FACES program (list names and grades):

Parent/Legal Guardian: \_\_\_\_\_

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

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

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

\*List any allergies or medical conditions that FACES staff should be aware of:

\*\* List **ALL** the people permitted to pick-up your child from the after-school program, or to contact in the event of an emergency (provide phone numbers). *They will not be allowed to pick up your child if they are not on the list:*

On days when we have school and FACES is cancelled (P/T Conferences), please indicate below how your child will get home.

☐ Bus # \_\_\_\_\_ Address: \_\_\_\_\_

☐ Car Rider

Unless you contact the office with a transportation change, this is how your child will go home on the days school is in session and FACES is cancelled.

By signing this form you are acknowledging:

1. That you desire to enroll your child in the Fountain Lake School District FACES After-School Program.
2. You have received a copy of the Policies and Procedures for the Fountain Lake School District FACES After-School Program, and agree to comply with those policies while your child is enrolled in that program. You are to keep the **Policy and Procedure** pages attached, and only return this page.

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

\*\*\*\*\*Back side of form must also be completed to be processed\*\*\*\*\*

**PLEASE READ:** Placement in enrichment classes will be based on class availability and academic need (Notice: it is not a first come, first serve). There are a limited number of student slots for each class. Every effort will be made to grant students their first choice of enrichment classes. In those incidents where we cannot do so, we will place them in their second choice of enrichment. The deadline to sign up is **Wednesday, October 12, 2022**. We will send home an acceptance letter the week before the start of the session to let you know if your child has been accepted into the program and what classes he/she is enrolled in.

Fill out the form below, selecting the enrichment activities offered in the upcoming FACES session that you would like your child to be considered for. Please **select a first and a second choice for each day for your child's grade level** (indicated in parentheses after the class), on the day(s) you are interested in them attending. **IF YOU CHOOSE A CLASS NOT IN YOUR CHILD'S AGE GROUP OR DO NOT INDICATE A SECOND CHOICE, A CLASS WILL BE CHOSEN FOR YOU.** The enrichment classes offered will change approximately every 6-7 weeks. All elementary students will have the opportunity to enroll in the next round of classes when they are published.

**Enrichment activities will be offered weekly at Fountain Lake School District as follows:**

- Marvelous Mondays at Fountain Lake School District. Mondays include meetings for the Elementary Beta Club Members.
- Fountain Lake School District on Tuesdays, Wednesdays, & Thursdays
- Fantastic Fridays are a fun day for students after a long week.

All students can be picked up in the Elementary Cafeteria between 5:30-6:00 pm.

Child's Name: \_\_\_\_\_

Child's Grade: \_\_\_\_\_

← (please fill out)

Child's Homeroom Teacher: \_\_\_\_\_

**Be sure to select GRADE APPROPRIATE classes for your child as not all classes are available for each grade.**

Make a 1st & 2nd Choice for <b>TUESDAY</b>		Make a 1st & 2nd Choice for <b>WEDNESDAY</b>		Make a 1st & 2nd Choice for <b>THURSDAY</b>	
	Arts & Crafts (4-6)		Arts & Crafts (K-1)		Arts & Crafts (2-3)
	Games Galore (K-6)		Games Galore (K-6)		Games Galore (K-6)
	Monkeynastix (K-4)		Martial Arts (K-6)		Monkeynastix (K-4)
	Swimming (K-3)		Archery (4-6)		Swimming (4-6)
	Scrapbooking (2-6)		Jewelry Making (2-6)		Bead Art (2-6)
	Yoga (K-6)		I-Pad (K-4)		Yoga (K-6)
	Legos (K-6)		Legos (K-6)		Legos (K-6)
	Mad Scientist (4-6)		Community Garden @ Walnut Valley Church (3-6)		Mad Scientist (K-3)
	Indoor Soccer (K-1)		Indoor Soccer (2-3)		Indoor Soccer (4-6)

**MARVELOUS MONDAYS:** After school programming will be provided at Fountain Lake **Elementary on Mondays**. The students participating in the Monday program will be picked up in the school cafeteria. Check below if you wish your child to participate in the after-school program on Monday.

- ☐ My child will participate in **MARVELOUS MONDAYS** at Fountain Lake Elementary.
- ☐ My child will participate in **ELEMENTARY BETA CLUB** at Fountain Lake Elementary and has received the invitation to participate in club meetings.

**FANTASTIC FRIDAYS:** After-school programming will be provided by the FACES staff at Fountain Lake Elementary. The students participating in the Friday program will be picked up from the school cafeteria. Check below if you wish your child to participate in the after-school program on Friday.

- ☐ My child will participate in **FANTASTIC FRIDAYS** at Fountain Lake Elementary.

\*\*\*\*\*Return the completed form to the K-4 office by the end of school Wednesday 10/12/22)\*\*\*\*\*

----- SAMPLE OF HOW TO FILL OUT FORM -----

Child's Name: Jane Doe  
 Child's Grade: K  
 Child's Homeroom Teacher: Norman

← (please fill out)

**Be sure to select GRADE APPROPRIATE classes for your child as not all classes are available for each grade.**

Make a 1st & 2nd Choice for <b>TUESDAY</b>		Make a 1st & 2nd Choice for <b>WEDNESDAY</b>		Make a 1st & 2nd Choice for <b>THURSDAY</b>	
	Arts & Crafts (4-6)		Arts & Crafts (K-1)		Arts & Crafts (2-3)
	Games Galore (K-6)		Games Galore (K-6)	2	Games Galore (K-6)
1	Monkeynastix (K-4)		Martial Arts (K-6)		Monkeynastix (K-4)
2	Swimming (K-3)		Archery (4-6)		Swimming (4-6)
	Scrapbooking (2-6)		Jewelry Making (2-6)		Bead Art (2-6)
	Yoga (K-6)	2	I-Pad (K-4)	1	Yoga (K-6)
	Legos (K-6)	1	Legos (K-6)		Legos (K-6)
	Mad Scientist (4-6)		Community Garden @ Walnut Valley Church (3-6)		Mad Scientist (K-3)
	Indoor Soccer (K-1)		Indoor Soccer (2-3)		Indoor Soccer (4-6)

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### Fountain Lake School District's 21<sup>st</sup> CCLC After-School Program Policies and Procedures ENROLLMENT IN THE AFTER SCHOOL PROGRAM CONSTITUTES AN UNDERSTANDING THAT YOU WILL ABIDE BY THE POLICIES AS LISTED BELOW:

1. They may visit with the director about concerns related to their child or the program.
2. They will be told about any major misbehavior on the part of the child, and asked to visit with the director in order to bring improvement in the situation.
3. They will be informed if their child does not arrive at the program according to his/her enrollment information.
4. They will be regularly informed by the director about upcoming program activities.

#### SECTION II: PROGRAM'S EXPECTATIONS OF THE PARENTS

The program expects that parents will:

1. Keep the child's records in the office up to date.
2. Pick up children on time.
3. Follow the program and school health policy.
4. Contact the school if their child will not be attending on a scheduled day.
5. Pay attention to any communications from the director regarding their child's behavior, and cooperate in efforts to bring about improvement in the situation.

#### SECTION III: CHILDREN'S EXPECTATIONS OF THE PROGRAM

Children may expect:

1. To have a safe, supportive, consistent environment.
2. To use all the program equipment, materials and facilities on a fair basis.
3. To receive respectful treatment.
4. To have discipline that is fair.

#### SECTION IV: PROGRAM'S EXPECTATIONS OF THE CHILDREN

The program expects the children will:

1. Be responsible for their actions.
2. Respect the school rules that guide them during the day and while at the program.

3. Remain with the group and teachers at all times.
4. Take care of materials and equipment properly, and return them to their place when done or before taking out new ones.
5. Arrive at the program promptly, according to enrollment information.

## **SECTION V: Health Policy**

Students who do not attend school, and/or were sent home from school due to illness, are not eligible to attend that day's after-school session. Parents must have someone listed on their emergency contact list who will be able to pick up their child during the program should they become ill.

In the event of an accident during the after-school program, parents will be notified immediately by school officials. If the accident is of such nature as to require immediate medical attention, or the services of a doctor when the parent/guardian cannot be reached, school officials shall act in place of the parent/guardian and do whatever the situation demands. At all times, however, every effort shall be made to contact the parent/guardian.

## **SECTION VI: REGISTRATION AND ENROLLMENT**

The program encourages children of all backgrounds to attend. The program does not discriminate on the basis of sex, race, color, creed, national origin, or ethnic background.

**REGISTRATION:** The parent must complete a registration form and submit it to the director. Registered children who can not be immediately enrolled will be placed on a waiting list.

**ELIGIBILITY:** A child may be registered for enrollment in the program at any time. Children must be in **grades K-6** to be eligible for enrollment.

**OPENINGS:** Openings are determined on the basis of the number of openings permitted by the program's license. When openings occur, parents of registered children are contacted for enrollment on the basis of the schedule indicated on the registration form and academic need (Notice: it is not first come, first serve). There are a limited number of student slots for each class.

**ENROLLMENT:** Parents with children in the district will be contacted regarding enrollment in the program.

1. If the parents wish to enroll their children, the parents will be provided with a set of enrollment forms. The parent(s) must complete all forms and submit them to the director. A completed set of forms is required for each child enrolled in the program.
2. Children will be allowed to attend the program until all forms have been completed and returned.

**PHOTOGRAPHY RELEASE:** The faculty and staff of Fountain Lake School occasionally take pictures of activities in which our students participate. These pictures, along with the student's name, may be printed in the Fountain Lake School paper/newsletter, Sentinel Record, Hot Springs Village Voice, the school website, or in promotional material about the FACES program. In your child's school registration packet there was a photo release form that you signed. If you checked on that form that you did not want pictures of your child to be taken and published, that request will be honored regarding any photographs taken during FACES.

## **SECTION VII: ENROLLMENT FORMS**

Parents will be asked to complete the following:

1. Enrollment Form
2. Student Information & Policies and Procedures Signature Sheet

The program expects the forms to be kept current. The parent must provide new information to the director regarding information on the forms such as: emergency contacts, names, employers, phone numbers, and arrival/departure changes.

## **SECTION VIII: WITHDRAWAL FROM THE PROGRAM**

Parents wishing to withdraw their child from the program must provide a statement in writing/e-mail to the director.

## **SECTION IX: HOURS OF OPERATION**

The program will begin directly after school. FACES students will meet in the elementary cafeteria for a snack after school. The program will end at 5:45. Students may be picked up at the Fountain Lake elementary cafeteria between 5:30-6:00 on Monday thru Friday. If Fountain Lake School District closes early due to bad weather or safety concerns, the after-school program will not be in operation.

## **SECTION X: EARLY CHECK-OUT**

Early check-out is discouraged. However, if you do need to check your child out early, please do so in the elementary cafeteria.

## **SECTION XI: AFTERNOON CLOSING TIME**

The program closes at 6:00 p.m. Parents whose children remain past 6:00 p.m. must pay overtime fees of \$1.00 per minute overtime. We realize sometimes emergencies happen, so you are given one free pass for late pick up.

After-school services may be withdrawn if four overtime charges occur. Once a child is removed from a session for excessive late pick-ups, all future late pick-ups will result in loss of after-school services for that session.

## **SECTION XII: ABSENCES**

If your child will not be attending the program because of scheduled appointments, vacations or other planned absences, please notify the director in advance. If your child is ill, when you call the school to report the illness or pick up your child from school, please request the school secretary put a notice of the child's absence in the director's mailbox. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur. If four unexcused absences occur, the child may be dismissed from the program.

## **SECTION XIII: DISCIPLINE**

The after school program will adopt the "three strikes" policy. If a child is referred to the director for three major discipline reasons, the child will be dismissed from the program.