



## Ogema After-School Program Registration Form

Students Name \_\_\_\_\_ Parents Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Emergency Name and Contact Number \_\_\_\_\_

Other than myself, my child is allowed to be picked up by the following individuals.

Any medical conditions that staff should be aware of \_\_\_\_\_

Food allergies \_\_\_\_\_

By signing this registration form, you are giving your child permission to attend the after-school program and be a part of all activities offered by the program.

Notices will be sent out of any field trips or activities held off the school grounds prior to trip.

By signing this Registration Form you are stating that your child will be picked up no later than 5:30 pm each day.

\_\_\_\_\_  
Parents/Guardians Signature

\_\_\_\_\_  
Dated



.....GET READY TO JUMP ON BOARD  
AFTER SCHOOL PROGRAM.....

DESTINATION: Ogema Elementary School

Date & Times: Monday through Friday-3:00 – 6:00 pm

Beginning September 3rd, 2013

(Students must be picked by 6:00 pm

As Staff and building will be unavailable  
after that time)

**NO EXCEPTIONS ALLOWED**

Fare: \$ 2.00 per day per child

\$20.00 per week family maximum

Payment needs to be paid in advance.

**ENJOY THE RIDE!** Each day varies with special projects, games,  
fitness activities, cooking opportunities, homework assistance,  
craft making and much more.

Dear School Age Childcare Participant:

We are excited to offer our SACC program once again for the 2013-2014 school year. There are many great activities for your student and we look forward to a successful program. If you have any questions call 473-6158 during SACC program hours or 473-6174 during school hours or 218-204-1448.

Listed below are the general guidelines for the SACC program.

#### Fees and Payments

- Fees: \$2.00 per day per child with a \$20.00 per week family cap.
- Payments are due each Friday. You are welcome to pay in advance. Students with past due accounts will not be allowed to attend until the accounts are paid in full.
- Payments may be paid to the SACC Coordinator, Ogema Elementary Office, Superintendents Office or on-line using Payschools.
- Please come prepared to make your payment Friday if there is a balance due.

#### Schedule:

- Program hours are from after school until 5:30 pm. Please be there to pick up your child on time. (repeated late pick-ups will result in termination)
- If school is cancelled or let out early due to weather related issues the SACC program will be closed.
- The SACC program will follow the regular school calendar. If there is no school the SACC program will be closed.

#### Discipline:

The SACC program will follow the same Code of Conduct Policies as listed in the school handbook.

Examples: Appropriate use of language (no swearing or cussing). Treat yourself and others with respect; follow directions as provided; there will be NO horseplay, hitting, pushing or biting.

Consequences will be as follows:

- 1<sup>st</sup> offense: Verbal warning, with Discipline form to parent/guardian.
- 2<sup>nd</sup> offense: Written warning, with Discipline Form to parent/guardian.
- 3<sup>rd</sup> Offense: Child will no longer be eligible to attend the SACC Program and parent will be called to pick up your child immediately.

Sincerely,

Kristen Zima- SACC Coordinator