

West Bourbon Elementary Afterschool Program

Kindergarten – 3rd grade

STUDENT(S) INFORMATION

Name: _____ Grade: _____ Sex: _____ DOB: _____
Name: _____ Grade: _____ Sex: _____ DOB: _____
Name: _____ Grade: _____ Sex: _____ DOB: _____
Address: _____ City: _____ Zip: _____
Family Email: _____

PARENT/GUARDIAN INFORMATION

Name: _____ Home: _____ Work: _____ Cell: _____
Name: _____ Home: _____ Work: _____ Cell: _____
Student lives with (check all that apply): Father Mother Guardian

EMERGENCY CONTACTS

In the event that parents/guardians cannot be reached in an emergency, the staff will call a person listed below to 1) give permission to administer health care 2) pick up your child if your child is ill or 3) give advice about caring for your child.

Name: _____ Relationship to student: _____
Home Phone: _____ Cell: _____ Work: _____
Name: _____ Relationship to student: _____
Home Phone: _____ Cell: _____ Work: _____

HEALTH INFORMATION

Physician: _____ Phone: _____
Medication(s) being taken by student: _____
Physical conditions (food or medicine allergies, diabetes, etc.): _____

My camper has no known allergies: _____ (initial if accurate)

Over The Counter Medications: (cross off and initial if your child should not receive the below items)

Tylenol	Sterile Wipes	Throat Lozenges	Sunscreen
Anti-itch cream	Tums	Triple antibiotic	

TRANSPORTATION

_____ My kids will ride the bus to this address _____.
_____ I will pick up my kids

AUTHORIZED PICK UP

Safety is top priority in the program, therefore NO child enrolled will be released from the program without parent/guardian or one of the individuals listed below. Names listed below must be someone 16 years or older.

Name: _____ Relationship to student: _____ Phone: _____
Name: _____ Relationship to student: _____ Phone: _____

I verify that the information on my child(ren) is complete and accurate. I understand that reasonable measures will be taken to safeguard the health and safety of all participants and I will be notified as soon as possible in the event of an emergency. I understand that there is NO nurse on duty during the program hours.

Signature of Parent/Guardian

Date

West Bourbon Elementary KRR Afterschool Program

Parent Agreement

I have read the Afterschool Program packet and understand the conditions of my child's participation in the program. My signature below is an indication of my intent to have my child participate in the program.

Student's Name: _____

Grade: _____

Student's Name: _____

Grade: _____

Student's Name: _____

Grade: _____

I will go over all rules with my child to make sure that they are understood. I agree to the following:

- I will make sure that my child attends the program regularly. I understand that excessive absences may result in dismissal from the program.
- I give permission for my child to be photographed or videotaped during the program, and for the photo or videotape to be used for newsletters, bulletin boards, or other promotional items for the program.
- I will notify the Program Coordinator of absences in advance.
- I understand that this is a voluntary program and that disruptive and disrespectful behavior will not be tolerated and will be reason for dismissal from the program. As well as the NO Tolerance Policy with fighting.
- I understand that school suspension of a child will also mean program suspension.
- I will notify the Program Coordinator of any changes in our contact information, especially emergency phone numbers.

Parent/Guardian Signature: _____ Date: _____

West Bourbon Elementary KRR Afterschool Program

Basic Information and Rules

The West Bourbon Elementary Afterschool Program is a safe, academically enriching environment for students. The program focuses on educational, recreational, and enrichment activities. It is not a daycare program, but an opportunity for students to engage in positive experiences.

Our program will provide reinforcement for reading; fun educational games that are curriculum related; and enrichment activities that will develop and increase students' self-confidence, self-esteem and social skills.

1. ENROLLMENT: Enrollment is based on academic need first, and then, if there is room, on a first-come first-serve basis. Upon receiving all of the completed forms for your child, the Program Coordinator will notify you in September of your child's enrollment in the program and the date he or she may begin.

2. ATTENDANCE: Regular attendance is extremely important. Students are expected to participate in the KRR Afterschool Program 4 days per week (Monday – Thursday) and are expected to stay for the entirety of the program each day. **Parents should notify the coordinator of absences in advance.** Excessive absences will result in dismissal from the summer program, to make room for students on the waiting list.

3. STUDENT PICK-UP: Children attending must ride the bus or be picked-up daily by their parent. If your child has not been picked up by the end of the program, staff will try to contact you. After three late pick-ups the student may lose the opportunity to participate in the program.

4. DISCIPLINE: Participation in the program is a privilege. All children must follow the rules of the program and regular school rules at all times. Disruptive or disrespectful behavior toward others or staff is not tolerated and is reason for dismissal from the program.

We have a NO tolerance policy with regard to fighting and the student will be removed from the program immediately.

6. EARLY RELEASE POLICY: The program will operate four days a week until dismissal time. However, flexible scheduling is required in order to meet the needs of students, their families, and the objectives of the program. Students enrolled in the program shall attend the program at least two hours on each regularly scheduled day, except in the following cases:

- Medical appointments
- Family emergencies or hardships

- Adverse weather conditions
- Pre-scheduled activities and practices
- Other approved conditions – please see Program Coordinator

7. PHOTO AND VIDEO RELEASE: We are proud of the program and our students. During the activities and events, we will occasionally take pictures and/or videotape of program participants. These photos and/or videos may be used in newsletters, brochures, or other summer school promotional materials.

8. EMERGENCY PROCEDURES: Enrollment forms **MUST** be filled out and returned to the program coordinator before your child can attend the program. Reasonable measures will be taken to safeguard the health and safety of all participants. If, however, an accident does occur, the parent or guardian will be notified. For this reason it is imperative that the staff always have a current emergency contact information. **If your contact information changes, you must notify the program coordinator immediately.** Please be aware that there is no nurse or health aid on duty during program hours. If a medical emergency occurs, emergency medical help will be called.

9. SCHOOL RULES: In addition to the above rules, all regular school rules apply during program hours. Please see the school's student handbook.