

# Hillcrest After School Program 2023-2024

Lindy Phillips, Site Director, 405-262-2396

PO Box 580, El Reno, OK 73036

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

GENDER (Circle one): Male / Female

MAILING ADDRESS: \_\_\_\_\_

PRIMARY LANGUAGE SPOKEN AT HOME: \_\_\_\_\_

MOTHER/GUARDIAN NAME: \_\_\_\_\_

FATHER/GUARDIAN NAME: \_\_\_\_\_

HOME PHONE(s): \_\_\_\_\_

WORK PHONE(s): \_\_\_\_\_

CELL PHONE(s): \_\_\_\_\_

E-MAIL: \_\_\_\_\_

EMERGENCY CONTACT NAME & RELATIONSHIP TO CHILD:

\_\_\_\_\_

EMERGENCY CONTACT PHONE NUMBER:

\_\_\_\_\_

LIST OF WHO MAY PICK UP THE CHILD AND PHONE NUMBERS FOR THOSE PEOPLE (we reserve the right to request ID):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADDITIONAL INFORMATION: Please list any food allergies, physical limitations, intellectual limitations, or special needs, etc. (the program is not an extension of an IEP so those services are not provided):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I give permission for my child's directory information and picture to be released to local newspapers, school websites and local television stations.

I give permission for my child's directory information and picture to be released to educational organizations and Oklahoma state agencies conducting educational contests for students.

I give permission to El Reno Public Schools to seek emergency medical treatment for my minor child if I cannot be reached. I will be responsible for any/all costs of medical attention and treatment.

I understand El Reno Public Schools is not responsible for lost or stolen items.

Policies that apply to my minor child during the school day, also apply to the After School Program.

I have received the policies/procedure page that lists additional, After School Program requirements.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*\*\*Return the first two pages to the Hillcrest After School Program via email to *lharper@elrenops.org* or mail to address at the top of page 1\*\*\***

## Policies and Procedures:

(Keep these pages for your records)

**Enrollment is first-come, first-serve.** Once a class is full, we will take up to 5 additional enrollment forms to put on a "wait list". When the classes/wait lists are full, forms will no longer be accepted. (E-mail enrollment form to lharper@elrenops.org OR send by U.S. mail to Lindy Phillips, ERPS, PO Box 580, El Reno, OK 73036). **You will receive a letter to the address written on the enrollment form confirming your child's enrollment or wait list status.** When a class/program is full, the enrollment form will be taken down from the district's website. If your child is accepted into the program and you decide to do something else, please email lharper@elrenops.org as soon as possible so that a child on the waiting list may fill that open spot.

The After School program ends by 5:45 pm. **Children must be picked up by 5:45 pm.** Failure to do so will result in a late notice (going by the clock in the Hillcrest office). **If this happens twice, your child will be dropped from the program.** It is important to have a backup in case you get caught in traffic or experience another type of delay.

Please understand that children must abide by ERPS and After School policies. The site director (or her designee) will use her discretion on any discipline problems as to whether or not the child will be dismissed from the program. **However, three discipline write-ups by staff will automatically result in a child being dismissed from the program.**

The 2023-2024 After School Program for Pre-K and Kindergarten students will be held at **Hillcrest Elementary**, 1302 S. Miles, El Reno. Students should be picked up at the main entrance of Hillcrest feel free to use the drive thru loop.

**The program is held on most days school is in session; and not on ANY day school is not in session. The program will not be held on any day there are Parent/Teacher Conferences, music programs or any type of school activity being held after school at Hillcrest.** Additionally, if there is inclement weather predicted for after school by OKC meteorologists, you could be contacted that the program will not be held that day, which is another reason it's so important to have a backup plan. Please know the school will attempt to contact all after school parents if there is any reason the program should be canceled (weather, etc.), so make sure you keep us informed of address/phone number changes.

The After School Program is staffed by a site director, certified teachers and outstanding student employee(s). The program provides snack, play time, recess, some computer lab time, and story time. We do NOT require the children to do school work; they've spent all day doing that.

**We are thrilled to announce that there is no cost to attend the Hillcrest After School Program this year!** We do, however, have limited staff members, so student enrollment is limited. Again, we will take enrollment on a first-come, first-serve basis.

**Thank you for your interest in our After School Program.  
Best wishes!**

**Lindy Phillips**