

After School Program 2023 – 2024 Enrollment Form

One form per family. Please complete all 5 parts. Also, complete *one health form per child*.
Leave spaces blank if they are not applicable to your family.

Part One: Family Names and Contacts

Child's name: _____ **Age:** _____

Child's name: _____ **Age:** _____

Child's name: _____ **Age:** _____

Parent's name: _____

Email address: _____

Personal cell number: _____

Place of employment: _____ Work Telephone # _____

Parent's name: _____

Email address: _____

Personal cell number: _____

Place of employment: _____ Work Telephone # _____

Any other primary caretaker: _____

Relationship to child: _____

Email address: _____

Personal cell number: _____

Place of employment: _____ Work Telephone # _____

Any other primary caretaker: _____

Relationship to child: _____

Email address: _____

Personal cell number: _____

Place of employment: _____ Work Telephone # _____

Part Two: School Information and Pick Up Plans

What school does your child(ren) attend? _____

Parent/caretaker pickup begins at 4:45pm and ends at 5:15pm. How will your child be leaving? Please circle your answer:

Parent Pick Up Unescorted- Walk/Bike Home Caretaker Pick Up

What time do you expect to pick up your child(ren) or for them to be excused for the day to walk/bike home? Please circle your best approximate answer:

4:45 4:50 4:55 5:00 5:05 5:10 5:15

Circle the days of the week your child(ren) will *not* be at the After School Program from September through November. These are the days you know that the child has other activities, pre-excused absences, on a regular basis. We will update their attendance schedule again in December and March. Limit 2 absences per week.

Monday Tuesday Wednesday Thursday Friday

On occasion, child(ren) need to be picked up by a family member or trusted friend. Please list the people, other than you, who have permission to pick up your child.

- 1) Name: _____ Relationship: _____
- 2) Name: _____ Relationship: _____
- 3) Name: _____ Relationship: _____
- 4) Name: _____ Relationship: _____

Please note that no one will be able to pick up your child unless they are listed above. This is important information. If changes are made, please inform the After School Program administrator, Laci Sheldon, as soon as possible.

If you would like to identify any person that does NOT have permission to pick up your child(ren) please do so here:

Name: _____ Relationship: _____
Name: _____ Relationship: _____

Part Three: Additional information about the child(ren)

1) Child's name: _____

Preferred name: _____ Gender: _____

Age: _____ Grade: _____ DOB: _____

Hobbies/Activities: _____

Favorite foods: _____

2) Child's name: _____

Preferred name: _____ Gender: _____

Age: _____ Grade: _____ DOB: _____

Hobbies/Activities: _____

Favorite foods: _____

3) Child's name: _____

Preferred name: _____ Gender: _____

Age: _____ Grade: _____ DOB: _____

Hobbies/Activities: _____

Favorite foods: _____

Part Four: Emergency Contact Information

Recommended to list someone who is readily available during the After School Program Hours in the event "Part 1" contacts are unreachable!

1) Name: _____ Phone: _____

Relationship to child(ren):

Part Five: Signature

Legal Guardian Signature: _____

Date Submitted: _____

Please see reverse for any additional comments or questions.

Optional Part Six: FAQs and Questions and/or Comments

When will I know my child(ren) are enrolled? Further contact will be made with you regarding the approval of your child(ren) into the After School Program for 2023 – 2024 within a week of submitting your enrollment form.

What if I am on the wait list for full-time enrollment?

A waitlist begins on the 36th first through fourth grade student. And, a waitlist begins on the 11th fifth grade student. Students are moved from the waitlists to an enrolled status based on the 35th or 10th student departing from the program.

What is part-time enrollment?

At the beginning of each term, any person on the waitlist may be contacted within three weeks of the start date to determine their interest in attending the program part-time.

Part-time refers to a student that is waiting to enroll full-time, but during the “waiting-period” fulfills low-attendance days on a regular basis. Meaning, your child comes once or twice on a regular basis when other full-time enrolled students are absent on a regular basis.

Moving off the wait-list is managed at the beginning of every term.

When are the terms?

Term One “Fall”: September, October, November

Term Two “Winter”: December, January, February

Term Three “Spring”: March, April, May

Please list any additional questions or comments you have: