

If you have questions or concerns, please contact Brittany Hartshorn or the school office at 706-638-1869.

North LaFayette Elementary Rambler Reach After School Program

Parent Guide Agreement

I have read the Parent Guide and understand and agree to all listed policies, procedures, and information.

Child's Name: _____

Child's Name: _____

Child's Name: _____

Parent or Guardian Name (please print) _____

Parent or Guardian Signature _____

Date: _____

**NORTH LAFAYETTE ELEMENTARY
RAMBLER REACH AFTER SCHOOL PROGRAM
GENERAL INFORMATION AGREEMENT FORM**

I understand that:

1. Enrollment in the North LaFayette Elementary After School Child Care Program is subject to acceptance of this registration form, receipt of the yearly enrollment fee (\$30.00 per family) and the first week's tuition fee. After that, weekly tuition is due before the upcoming week or daily if needed. The cost is \$40 per week (3 or more days) or \$10.00 per day. There is a \$5.00 per day late charge if tuition is not paid on Monday of each week.

The charge will be \$10 a day (2 or less days) for each additional child unless the child comes 3 or more days. In that case, we offer a discount of \$30 a week for each additional child.

Pick up should be by 6:00 p.m. each day. There is an additional charge of \$5.00 for the first 10 minutes after 6:00 for students who are not picked up on time, with an additional \$1.00 per minute after the first 10 minutes. The program will follow the school calendar and students should be picked up immediately, or as soon as possible, if school lets out early for any reason. After school care will not be provided when the school dismisses early.

Parent's initial _____

2. Transportation is the responsibility of the parents. Transportation will not be provided.

Parent's initial _____

3. Child(ren) must be signed out by the parent or designated guardian each time they are picked up from the program. Please plan to provide photo ID.

Parent's initial _____

4. Discipline-Each child's discipline must be a collaborative responsibility with the program staff, the child, and the parents. Disciplinary actions may be imposed ranging from temporary removal from an activity to suspension/ dismissal from the program, depending on the severity of the infraction. Severe violations may necessitate dismissal on the first offense.

Parent's initial _____

5. Homework- THE RAMBLER REACH staff will facilitate and provide appropriate time and space for homework. They will gladly encourage each child to use this time wisely, as well as offer assistance when help is needed. However, your child is ultimately responsible for homework completion and accuracy. The after school staff will not be responsible for checking agendas, preparing your child for tests, or making sure projects are completed and ready to be submitted.

Parent's initial _____

6. Medication-Your child will not be given any medication during the after school program hours (including aspirin and/or cough drops) unless a note is sent from home or from a physician. In case of a 911 medical emergencies, I hereby authorize medical personnel to give the necessary treatment. I also authorize the Rambler Reach After School Program staff to administer minor first aid procedures to my child if needed.

Parent's initial _____

7. Parents will assume liability for accidents and injuries incurred during the Rambler Reach After School Care Program. I have read, accept and understand the guidelines and procedures concerning discipline, tuition payments, withdrawal/reenrollment fees and late pickup fees. I also agree to pick my child up by 6:00 p.m. each day the program is in session. I further understand that failure to comply with the payment policy could result in my child/children being removed from the program. Accounts that are over 10 days past due will result in automatic removal of the child(ren) from the program.

Parent's initial _____

I have read the After School Program Policy and agree to abide by the policies set forth by the school.

Child's Name (Please Print) _____

Additional Children _____

Parent/Guardian Signature _____ Date _____

**NORTH LAFAYETTE ELEMENTARY
RAMBLER REACH AFTER SCHOOL PROGRAM
BEHAVIORAL EXPECTATIONS AND DISCIPLINE POLICY**

In order that all children participating in the Rambler Reach Program have a safe experience, certain conduct and behavior will be prohibited as stated below. Students who engage in conduct prohibited by this policy will be subject to discipline up to and including expulsion from the program.

Prohibited Student Conduct Policies:

Students may be subject to disciplinary action with regard to the following:

1. Failure to comply with reasonable requests from program staff.
2. Using language or gestures that are profane and/or inappropriate.
3. Being dishonest with program personnel.
4. Intimidation and bullying, including actions or statements that put an individual in fear of bodily harm.
5. Physical contact such as hitting, kicking, scratching, and punching a student or staff member.
6. Engaging in other willful conduct that significantly interferes with the normal operation of the program.

Discipline Policy:

The level of discipline will depend upon the seriousness or the repetitiveness of the conduct. Our hope is that early warning will avoid subsequent violations.

- Verbal warning by staff member or school administrator and notification to Parent/Guardian
- Time Out
- Possible suspension from program for one to three days. Three suspensions from the program during the current school year may be followed by permanent expulsion from the program. School Administration will be involved if this becomes necessary.

I have read and understand the responsibilities outlined in the Behavioral Expectations and Discipline Policy of the After School Program. I agree that my child/children shall be responsible for the behavior and consequences included in the policy while attending the program. I also understand that I have the right to discuss any discipline rendered with the after school staff and/or administration.

Student(s) Name _____

Parent Name _____ **Parent Signature** _____

Date: _____

North LaFayette Elementary After School Child Care Program
RAMBLER REACH REGISTRATION FORM

Name of Child _____ Teacher _____ Grade _____

Birth Date _____ Address _____

City _____ Zip _____

Father's Name _____ Home # _____ Cell # _____

Place of Employment _____ Work # _____

Mother's Name _____ Cell # _____

Place of Employment _____ Work # _____

Guardians Name _____ Cell # _____

Place of Employment _____ Cell # _____

In case of emergency (and parents/guardians above can not be reached) CALL:

Name: _____ Home # _____ Cell # _____

Name: _____ Home # _____ Cell # _____

SPECIAL INSTRUCTIONS: (allergies, diet, medical, extraordinary circumstances including custody situations)

Please list any condition (s) that would limit your child's participation in GROUP activities. This program is designed for students who are able to participate independently in age-appropriate activities.

In addition to the above information, the following people may pick up my child from the Rambler Reach program. Please note that no one can pick up your child unless they are listed on this form or without a signed note written by the parents or legal guardian that signed them up for the program (a picture ID may be required).

Name	Phone #
_____	_____
_____	_____
_____	_____

Parent/Guardian's Signature _____ Date _____