



**OFFICE USE ONLY:**

SSID #: \_\_\_\_\_ DATE RCV'D: \_\_\_\_\_ START DATE: \_\_\_\_\_

Self-Sign Out Form  Info Complete  Data Entered  Waitlist

**2023-24 VVUHSD & AYA PROGRAM ENROLLMENT APPLICATION**

Please select YOUR school:  CIMS  Hook  Lakeview

**Student Information**

Last Name		First Name		Middle
Grade (2023-2024)	Date of Birth	Gender	Student ID #	
Address		City	State and Zip	

**Parent Information**

Last Name		First Name		Relationship
<i>Check here if address is same as listed above</i> <input type="checkbox"/>				
Address		City	State and Zip	
*Primary Contact Email		*Will be used for important updates	*Primary Phone Number	

**COURT/ CUSTODY ORDERS**

Are there **current** custody or other orders such as a restraining order concerning this child?  YES  NO.

If marked yes, a copy of the orders must be provided to AYA prior to the student beginning program along with both parents submitting an application.

**504 & IEP**

Does the student have a 504?  Yes  No

Does the student have an IEP?  Yes  No

**STUDENT RELEASE AUTHORIZED (OTHER THAN PARENT/LEGAL GUARDIAN(S) LISTED ABOVE, MINIMUM 1 CONTACT REQUIRED)**

I understand that my child must be signed out of the program every day by an authorized adult (18 years or older with picture ID) unless the permission to Walk/Self check out form has been submitted. Please provide an emergency contact.

Legal Guardian Name:	Relationship:	Primary Phone #:	Secondary Phone #:	Primary Contact? No      Yes
Legal Guardian Name:	Relationship:	Primary Phone #:	Secondary Phone #:	Primary Contact? No      Yes
Legal Guardian Name:	Relationship:	Primary Phone #:	Secondary Phone #:	Primary Contact? No      Yes

In addition to the names listed above, I give permission for AYA staff to sign my student in or out of the program with my verbal or written consent. I understand that in case of emergency, a child may be released to law enforcement personnel if the parent/legal guardian or authorized emergency contact person(s) listed above cannot be reached. I understand that when my child is dismissed early, a parent or other authorized person will be required to document the time and reason for the early release.

**Parent Initial:** \_\_\_\_\_

**Medical Information**

Does your child have any medical condition, allergies, or other special needs or problems of which we should be aware?

YES  NO  DECLINE TO STATE

If yes, please provide detailed information:

**STUDENTS PHOTO/VIDEO/PRODUCT RELEASE**

Many activities occur and with that your student’s picture may be captured in photos videos and/or audio-tapes taken by school sponsored groups. We need your permission to use these photos in official school and AYA publications. You hereby voluntarily and without compensations authorized permission to have your students’ photographs, videos, audio-tapes, and/or PowerPoint Presentation captured and used in publications. The authorization is given on the condition that the material taken or produced will be used for the purpose of community education or program promotion. This consent shall remain in effect, unless revoked by written and signed statement. I hereby release the Victor Valley Union High School District and AYA (delete Education) Program from any damages or injuries claimed by the student or parent related to the production or distribution of the photo or image.

Check here if you **DO NOT** give AYA permission for your child’s likeness to be used as stated above:

**INFORMATION RELEASE AGREEMENT**

I understand that, as part of my child’s participation in the AYA program, the school and/or school district may track or review my students school data including, not limited to, demographic, health, and contact information, attendance, report cards, grades, and test scores to enable AYA to understand student needs, track student progress, and promote quality program.

Parent Initial \_\_\_\_\_

**EMERGENCY MEDICAL TREATMENT RELEASE**

In the event my child suffers an illness or accident, I authorize the Victor Valley Union High School and AYA staff to seek Emergency Medical assistance and act in my behalf in granting permission for my student to receive emergency medical treatment. I acknowledge that AYA staff do not administer medication, nor are AYA staff trained medical personnel. I also acknowledge that AYA does not provide medical coverage for participants. Parent/Guardians are responsible for all expenses incurred as a result of the medical treatment.

Parent Initial \_\_\_\_\_

**PARTICIPATION AGREEMENT**

I understand that the AYA program’s primary purpose is to provide a safe and positive environment where students receive the academic support, they need to reach their full potential. I understand that in order to ensure the effectiveness of the program, and in accordance with the legislative intent set forth in the Education Code, students should participate in a full day of program every day that they attend school; that priority enrollment is given to students who commit to attend, and who do attend, in this manner; and failure to meet this attendance expectations could result in disenrollment.

Parent Initial \_\_\_\_\_

I agree to have my child participate in the AYA Program. For school day program, I have received and read the AYA Handbook and Guidelines, and I understand that that participation in the AYA program is a privilege, not a right, and that my child’s failure to comply with the programs rules, regulations, and policies may result in disciplinary action, including but not limited to suspension or dismissal from the program.

Parent Initial \_\_\_\_\_

I hereby waive, release, absolve, indemnify, and agree to hold harmless the Victor Valley Union High School District and AYA Programs, it’s directory, officers, organizers, sponsors, supervisory staff, participants, and any other affiliates; for, from, and against all liability because of any bodily injury or property damages, known or unknown, which may occur of result from the participant of the above named student in any and all activities whether the result of negligence or for any other cause of the Victor Valley Union High School District and AYA programs. I, individually, and as a parent/guardian for any student, have read this release and understood all the terms. I execute it voluntarily and with full knowledge of its significance.

Parent Initial \_\_\_\_\_

I am the legal guardian or a parent with legal custody of the above-named child, and the information on this enrollment application is accurate and complete to the best of my knowledge. My signature below also indicates that I have read and consent to the agreements and authorizations set forth on this Program Enrollment Application Form.

**I understand my child may not attend AYA until this form has been completed and submitted. I understand that the submission of this form does not guarantee my child placement in the AYA Programs.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## EARLY RELEASE/LATE ARRIVAL POLICY (VVUHSD & AYA)

Your student may arrive late or be released from the after-school program prior to the end of the program time at **6:00pm on the following conditions.**

**\*Please Note: When daylight savings time ends, we will be modifying the release time for those who walk home to 5pm.**

1. Offsite program/Extracurricular activities / Participate in sports
2. Family needs or emergency
3. Medical/Dental appointment
4. Child accident or injury: Accidents that occur during the program time, staff will call parent or guardian
5. Safety reasons including, but not limited to weather conditions (Especially if the students walk home).
6. Other conditions agreed upon by the administration

**Please Note:**

Late arrival of any student will require a prior arrangement to be made on-site with director or coordinator. If a late arrival is due to an extracurricular activity, proof such as a program schedule for that activity must be furnished.

Early release of any student will require the parent/guardian or designee with a valid government issued ID to come into the office and sign the student out. For safety purpose you must come in and sign them out.

X \_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Action Youth America (AYA)  
Student Self Sign-Out  
Parent Authorization Form**

Students are permitted to sign themselves out of AYA if a parent authorization form is on file. If you want your child to be released without your presence, please complete and sign this form and return it to AYA staff. If AYA does not have a signed permission form on file, an authorized adult must come to the classroom in person to sign out your child.

I allow my child, \_\_\_\_\_, to sign himself/herself out of AYA I understand that AYA is not responsible for my child once he/she signs out and leaves the program, and I herein agree to hold Victor Valley Union High School District, Action Youth America and all of their partners harmless from any injury or claim of any kind which may occur after signing out of the program.

**Reason (Select One):**

- Transportation
- Extracurricular Activity (both on and off campus)
- Family Needs
- Other Please Specify: \_\_\_\_\_

**Duration (Select One):**

- Entire School Year
- Date Range: From \_\_\_\_\_ to \_\_\_\_\_

X \_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## **Action Youth America (AYA) After School Handbook**

Victor Valley Union High School District is in partnership with Action Youth America (AYA), parents and the community, to build the capacity of students to succeed academically and socially. The goal of this program is to provide a safe and enrichment environment for all students. As such, we have outlined expectations below to ensure the safety of our students and functionality of the program. Please keep in mind that participation in the AYA program is a privilege and if the below outlined procedures and expectations are not followed by both parent(s) and student(s), the students may be dismissed.

AYA begins right after-school and runs until 6pm every night. AYA is in session as long as school is in session. We follow VVUHSD inclement weather policy and will cancel or end AYA early if the conditions are not safe.

### **ENROLLMENT**

Enrollment is open 7<sup>th</sup> – 9<sup>th</sup> grade students. There are a limited number of spaces. Per grant requirement, youth that are deemed foster or homeless have a priority. Students who register after program capacity is reached will be placed on a waiting list. Students are not enrolled until a completed application is submitted and the student has been notified of acceptance.

### **ATTENDANCE**

Priority is given to those with consistent program attendance. Students who do not attend the program regularly may be dismissed and parents must request that their student be reinstated back into the program. Reinstatement is based upon program staffing, available space, and the student's AYA record conduct.

- If your student's attendance falls below 48% your student will be dropped from the AYA program. You will receive notification of this decision.
- If your student's attendance falls between 48-69%, students will be placed on attendance probation. If students are on probation for 3 consecutive months, he/she will be released from the program.
- Students who are absent for three consecutive days without notice from the parent will be dismissed from the program.

It is the parent's responsibility to communicate absences with AYA staff. Please refer to the Early Release Policy for acceptable reasons for your student to be absent from the program.

### **BEHAVIOR & EXPECTATIONS**

Participation in AYA is a PRIVILEGE. While participating in AYA students are to:

- Follow school rules, as laid out in the school's handbook.
- Sign in to the AYA program immediately after the school day. The program will not be responsible for students who do not sign in immediately after-school.
- Students may not leave campus for any reason; they will not be allowed back on campus for the day.
- Be in their assigned class, OR the tutoring/computer lab/club that they have signed out to.  
**\*\*\*Students MAY NOT be roaming around campus OR participate in unsupervised activities while in AYA, this will result in immediate dismissal.**
- Do homework during the assigned homework hour.
- Participate in all activities.
- Take responsibility for their academics. Academics come first. This means that although participation is a requirement, if the student has homework, he/she should do that BEFORE participating in any extra activity.

We encourage parents/guardians to discuss concerns with the Site Director.

## **ATHLETICS**

AYA students are given the opportunity and encouraged to apply for middle school sports. They must sign into AYA daily, go and return after practice without causing a disruption. Middle School sports athletes must also have a self-sign out form on file so they may sign themselves out of the program for practices and games.

## **DISMISSAL AND SIGN OUT**

AYA dismissal is between 5:55pm and 6pm every day, with the exception of daylight savings time where WALKERS ONLY will be released at 5pm for safety reasons.

Anytime a student is picked up before dismissal the adult must come in to sign out the student (unless students have an authorized form-see below). For safety reasons, all students leaving before 6pm **\*MUST\*** be signed out by authorized pick-up person noted on the information sheet or their emergency list unless otherwise notified by parent. AYA staff will request identification from people who are not familiar.

## **LATE PICK-UPS**

We understand that real life sometimes interferes with your ability to pick your student up on time and in such cases a phone call indicating you will be late picking up your student is required. Out of respect for our time and that of our supervisors, we have implemented a policy for late pick-ups with failure to contact the program. As a last resort, if a supervisor is unable to reach a parent or an emergency contact, we will be forced to contact law enforcement. You may end up picking your student up at the police station. If a parent/guardian is consistently late picking up their student, which includes 3 or more times, the student will be dismissed from the program.

If you are interested in having your child participate in AYA, agreeing that you and your child have read and understand all of the above information, please complete the AYA application and return it to the AYA director or to your school's front office.

**\*\*Please keep this copy for your record\*\***