Chester Community Charter School STUDENT REGISTRATION PACKET

East Campus

Bldg. A - 225 E. 5th St. Bldg. B - 214 E. 5th St. Bldg. C - 315 E. 5th St. Bldg. D - 405 Madison St. Chester, PA 19013

West Campus

Bldgs. A, B & C 2730 Bethel Rd. Chester, PA 19013

Upland Campus

1100 Main St. Upland, PA 19015

Aston Campus

200 Commerce Dr. Aston, PA 19014

Building a Better Community, One Student at a Time



REQUIREMENTS FOR ENROLLMENT

- Birth Certificate
- Immunization Records
- Lease or Deed

Referring Oranization: _

- Current Utility Bill (must be dated within 45 days)
 - o Electric o Water
 - GasSewage

 Tax Bill acceptable in lieu of Deed Photo ID 	
Please indicate your preferred campus for enrollment (subject to change dependent upon space) <u>All</u> students in grades 6th-8th will attend Aston Campus:	
East Campus West Campus Upland Campus Bldg. A Bldg. A Bldg. B Bldg. B Bldg. C Bldg. C Bldg. D	
For Office Use Only Enrollment Counselor:	

Student's Name

Student/Family Information Form

Last Name:		First Name:		Middle Initial:	Suffix:
Date of Birth:	Grade Applying for:	School Yr. App	olying For:	Gender: Male	Female
Student's Address (C	ity, State, Zip):				
Home District:			Home School:		
White (5)				Hispanic/Latino (4) ulti-Racial (6)	
Please check one: Hispanic or L	atino	Not Hi	spanic or Latino		
Birth Mother's Name:	<u> </u>	Active Military?	Birth Father's Name	e:A	ctive Military?
Guardianship					
Student Lives with:			Parent/ Guardian N	ame:	
Parent/Guardian Ema	iil:				
Parent/Guardian Prin	nary Number:		Parent/Guardian H	dome/Secondary Number:	
Has your child previo	ously attended CCCS (If				
Please list any sibling	 gs:				
Name:			Grade	Do they attend CO	CCS?
Name:			Grade	Do they attend CO	CCS?
Name:			Grade	Do they attend CO	CCS?

Student's Name

Pick-up & Early Dissmissal Form

Last Name:	First Name:	
Parent/Guardian's Name:		
Parent/Guardian's Signature:	Date:	
As information, if a child misses his/her bus, it is Chester Community Charter School's policy that school personnel cannot transport students under any circumstances. If a student misses his/her school bus we will notify the parent/guardian at the phone numbers you listed on the student information form to arrange for transportation home. In order to release your child at dismissal time or for early dismissal to anyone other than the parent/guardian you must complete the following information: ONLY the following adults have permission to pick up my child(ren) from school:		
Name:	Relationship:	
Address:	I	
Phone:		
Name:	Relationship:	
Address:		
Phone:		
Name:	Relationship:	
Address:	•	
Phone:		

Student's Name

Parental Registration Statement

Last Name:	First Name:		
Date of Birth:	Grade:		
Parent/Guardian's Name:			
Address:	Phone		
Pennsylvania School Code §13-1304-A states in part "Prior to admission to any school entity, the parent, guardian or other person having control or charge of a student shall, upon registration provide a sworn statement or affirmation stating whether the pupil was previously or is presently suspended or expelled from any public or private school of this Commonwealth or any other state for an action or offense involving a weapon, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property."			
Please complet	e the following:		
I hereby swear or affirm that my child was was not previously suspended or expelled, or is not presently suspended or expelled from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property. I make this statement subject to the penalties of 24 P. S. §1301304-A(b) and 18 Pa. C.S.A. §4904, relating to unsworn falsification to authorities, and the facts contained herin are true and correct to the best of my knowledge, information and belief.			
If this student has been or is presently suspended complete	or expelled from anothe	<u>school, please</u>	
Name of the School from which student was suspended or expe	led:		
Dates of suspension or expulsion:			
Please provide additional schools and dates of expulsion or susp	pension:		
Reason for suspension/expulsion (optional):			
Parent/Guardian Signature:		Date:	

Parent Contract

Signing this Parent Contract expresses your commitment to your child's education.
I (we) the parents/guardians of
have read and agreed to abide by the Code of Conduct and the Dress Code of Chester Community Charter school. I will support the school as it enforces the Code of Conduct and will work with my child so that he or she understands and respects the Code and accepts the consequences for misbehavior.
We also agree to the following:
Commitment to Education

- I commit to ensuring that my child attends school regularly and arrives on time.
- I will support my child's education by providing a conductive environment for homework and study.

Communication

- I will maintain open communication with the school and promptly inform the school of any changes in contact information.
- I will attend parent-teacher conferences and other school-related meetings.

Support for School Policies

- I will adhere to all school policies, including dress code, code of conduct, and any other rules and regulations.
- I will ensure that my child follows the school's policies and guidelines.

Homework and Assignments

• I will assist my child with homework and assignments as needed and ensure they complete their work on time.

Attendance

• I understand the importance of regular school attendance and will make every effort to ensure my child attends school daily.

Health and Safety

- I will notify the school of any health concerns or conditions my child has.
- I will keep my child home when they are unwell to prevent the spread of illness to other students.

Involvement in School Activities

• I will encourage my child's participation in school activities, clubs, and events when possible.

Volunteering

• I may consider volunteering at the school when needed and as my schedule allows.

Respectful Behavior

• I will instill in my child the importance of respectful behavior towards teachers, staff, and fellow students.

Compliance with School Calendar

• I will adhere the the school calendar, ensuring my child attends school on scheduled school days.

Parent/Guardian Signature:	Date:

Photograph & Video Permission Form

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PHOTOGRAPH AND VIDEO PERMISSION FORM			
In order to comply with certain legalities, if you have no objection to having your child's picture or video in either a news or publicity release, please indicate below:			
Yes, the Chester Community Charter School has my permission or picture for legitimate school business.	to take my child's video		
No, the Chester Community Charter School does not have my po child's video or picture.	ermission to take my		
Parent/Guardian Signature:	Date:		

Release of Infomation

EAST CAMPUS 225 E. 5th St. (BLDG. A) 214 E. 5th St. (BLDG. B 315 E. 5th St. (BLDG. C) 405 Madison St. (BLDG. D) Chester, PA 19013	West CAMPUS 2730 Bethel Rd. (BLDGS. A, B & C) Chester, PA 19013
UPLAND CAMPUS	ASTON CAMPUS
1100 Main St.	200 Commerce Dr.
Brookhaven, PA 19015	Aston, PA 19014

PLEASE SEND RECORDS TO THE ADDRESS CIRCLED ABOVE

CHILD ACCOUNTING
ADMINISTRATION BUILDING
302 East 5th St.
Chester, PA 19013

NAME OF SCHOOL/PRE-SCHO	OOL YOUR CHILD PREVIOUSLY ATTENDED:
ADDRESS OF PREVIOUSLY ATTENEDED:	
	program that included an academic preparation (letters, iny moths attended: (please enter name of
,parent/guardian name	, father / mother / guardian (circle one)
information in your possession including aca	, hereby authorize the release of any and all ademic, ESL, athletic, medical, disciplinary and all education information, of my child to Chester this authorization.
The above statement is true and correct to t	he best of my knowledge, information and belief.
Parent/Guardian Signature:	Date:

Enrollment Notification Form for School Year ____

Warning: A child enrolled in another public school or a nonpublic school cannot, at the same time, enroll in a charter school.

FIRST SECTION TO BE COMPLETED BY SCHOOL PERSONNEL: Name of Charter School: Address: Charter School Contact Person: Telephone: Email: I. Student's Name Last Name: First Name Middle Initial: Home Address: State: Zip Code: City: Date of Birth County: Age: II. School District of Residence and Former School Information School District of Residence: Former School Information (Other Than Pre-School): Charter School Home School Public School Student not enrolled in School Preceding Enrollment in Charter School Because: Entering Kindergarten Re-Enrolling Dropout Other Name of Former School: Withdraw date from former school: Previous Grade: Address of Former School Was your child receiving Special Education Services based on an IEP? Y N If yes, do you have the child's Special Education Records (IEP)? N

Charter School Student Enrollment Form Instructions for this can be found at www.pde.state.pa.us. Under the K-12 schools folder, click on Public School, then Charter School, then Reporting.

III. Parent/Guardian Information: **Both Parents** Both Parents Alternately Mother Only Father Only Child Lives With: Other Adult: _____ Legal Guardian Foster Parents Special Custodial Court Instructions: Yes No (If Yes, Please Provide a Copy of Court Order) COMPLETE PARENT/GUARDIAN NAME AND ADDRESS INFORMATION AS APPLICABLE Father's Name: Address: City, State, Zip Home Telephone: Work Telephone: Mother's Name: Address: City, State, Zip Home Telephone: Work Telephone: If The Student Is Not Living With Parents, Please Complete This Section: Foster Parent Other Adult (Relation to Child) Legal Guardian Name: Address: City, State, Zip: Parent/Guardian Signature: Date: My Signature on this form indicates my decision to have my child attend the charter school named on page 1 of this form and signifies my request that appropriate school records be forwarded from the school district to the charter school IV. To Be Completed By Charter School: Verification of Birth: Proof of Residency: Mortgage Statement Utility Bill Lease Birth Certificate Other Other _____ Official Enrollment Date: Anticipated date of Attendance: Grade Student is Entering: Signature of Charter School Representative:

Acceptable Use Policy

We are very pleased to bring a wide range of technologies to students, staff and faculty at CCCS. The internet and technology on our network are used to support the educational objectives of CCCS. Use of these technologies is a privilege and is subject to a variety of terms and conditions. CCCS retains the right to change such terms and conditions at any time.

Student Guidelines

1. Communication

I will use language that is appropriate when submitting academic work, participating in online forums and working in groups. I will be thoughtful and mindful about the language I use when posting online or sending messages to someone else. I will be mindful of how my words are interpreted by others. I will not use profanity or any language that is offensive to anyone.

2. Privacy

I will be aware of privacy settings on websites to which I subscribe. I understand that anything I do online or electronically is not private and can be monitored. I will not share any personal information about myself, family or faculty. This includes passwords, home addresses, phone numbers, ages, and birth date.

3. Honesty and Safety

I will not engage in online behavior that puts myself or others at risk. I will represent myself and the school honestly. This includes accessing the network using an account other than my own. I will seek help if I feel unsafe, bullied or witness unkind behavior. I will only communicate online with people I know. I will follow safety guidelines posted by sites to which I subscribe.

4. Learning

I will have a positive attitude and be willing to explore different technologies. I will evaluate the accuracy of information presented online and understand that not everything online is true. I will not plagiarize; I agree to document and properly cite all information acquired through online sources including but not limited to images, videos and music.

5. Respect for self and others

I will not upload or publish personal information, private communications or photos of other people without permission. I will respond thoughtfully to the opinions, ideas and values of others. I will not send or share mean or inappropriate emails or texts.

6. Respect for school and personal property

I will take care of all equipment on campus. I will report misuse and/or inappropriate content to my teachers and adults. I will use the technology on campus for school related purposes only.

I understand that it is my responsibility to honor the Acceptable Use Policy and uphold the CCCS Technology Values both online, offline, at school and at home. I understand that my actions can affect others and that I will be accountable for my behavior. I will not engage in activities that are in violation of the Technology Acceptable Use Policy.

I have read the Acceptable Use Policy and agree to follow these rules and guidelines when using technology. This applies while I am at CCCS as well as when I am off campus.

Student Name (print):	Date:

Chester Community Charter School Acceptable Use Policy (cont'd.)

Student Name (print):	Date:

Parent Section:

I hereby release Chester Community Charter School, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the CCCS network. I will instruct my child regarding the rules of use contained in this document and understand and agree that the agreements contained herein are incorporated into the contract under which my child is enrolled at CCCS. I understand that it is impossible for CCCS to restrict access to all controversial materials and I will not hold the school responsible for materials accessed on the network. I accept full responsibility if and when my child's use of technology is not in a school setting and understand that my child is subject to the same rules and agreements while not at school when accessing online programs that are related to class work. I understand that CCCS encourages parents and guardians to supervise and monitor any online activity. I am aware of my child's account information and password for their Google school account. Please be advised, it is not necessary to sign this contract annually so it will be binding for the entire duration of your child's enrollment with CCCS.

Parent/Guardian (Print):	Date:
Parent/Guardian Signature:	

For students in K-3

These students use a classroom username/password to access the Internet on their Chromebooks. They do not have individual accounts.

For students in 4-8

Each students email address uses the following formula:

firstname.lastname@chestercommunitycharter.org

Passwords are the student's first and last name initial plus their six-digit student code. Example: nq160284.

(Please be aware that students have the ability to change their password at any time.)

The Google email and password provided by CCCS does not allow students to receive or send messages from this account. The email has been provided to only access Google Classroom, a teacher-directed program.

Chester Community Charter School Chromebook Use Agreement

THIS SECTION FOR INTERNAL OFFICE USE ONLY:						
Student Name (print):	Asset ID of Original Chromebook:					
Chromebook Replacement Date:	Money Order/Cashier Check #:					
Comments:						

"STUDENT" and "PARENT/GUARDIAN", in exchange for CCCS allowing STUDENT to use and possess their assigned Chromebook or any loaner or replacement Chromebook provided at the discretion of CCCS, as identified by its serial number, ("Chromebook"), hereby agree as follows:

- 1. The CCCS Family Handbook ("Handbook") and Code of Conduct ("COC"), as amended or updated from time to time, are available on the CCCS website and govern the use of the Chromebook.
- 2. Only STUDENT and CCCS personnel are allowed to use the Chromebook: the Chromebook is at all times the property of CCCS;
- the Chromebook may not be modified or changed, and no new software may be installed;
- if the Chromebook is lost, damaged or stolen, CCCS MUST BE NOTIFIED WITHIN 48 HOURS OF THE INCIDENT. ADDITIONALLY, IN INCIDENTS OF THEFT OR 3RD PARTY DAMAGE, A POLICE REPORT MUST BE FILED AND A COPY OF THE REPORT MUST BE PROVIDED TO CCCS;
- DO NOT TRY TO FIX THE CHROMEBOOK.
- 3. CCCS may do a limited search of the Chromebook, for example, review web history and files on the Chromebook, in the STUDENT'S CCCS-provided email account, or in the CCCS cloud-based storage, when the Chromebook is returned to CCCS and/or if CCCS has reasonable suspicion that CCCS rules or policies are being violated.
- 4. STUDENT has no reasonable expectation of privacy when using the CCCS Chromebook.
 5. If CCCS determines that STUDENT failed to adequately care for the CCCS Chromebook or if Student violates CCCS rules or policies, then CCCS may terminate STUDENT'S ability to use the

Chromebook. If CCCS determines that STUDENT acted with intent to damage the CCCS property, CCCS will revoke the privilege for the STUDENT to participate in any school event until the PARENT/GUARDIAN pays \$175 to cover the cost to replace the device or \$30 to replace the power adapter. Official records (report cards, transcripts, etc.) will not be released until the replacement fee is paid in full. The replacement fee must be in the form of money order or cashier's check made payable to Chester Community Charter School.

- 6. The STUDENT's privilege to use the Chromebook can be revoked by CCCS if CCCS rules or policies are violated.
- 7. At the end of the year or upon request from any school official, the Chromebook must be returned to CCCS in the same condition the Chromebook was originally provided, except for normal wear and tear as determined by CCCS. Quarterly checks will be made to ensure all Chromebooks are operational and in good condition.

Please sign below acknowledging you read the CCCS Chromebook Use Agreement above and return the entire document to CCCS. IN WITNESS WHEREOF, I sign this agreement intending to be legally bound.					
Parent/Guardian Signature:		Date:			
Parent/Guardian Name (Print)	Email:				
Address:		Phone Number:			
Student Name:	Building	Grade:			

Chester Community Charter School **Student Services Form**

These questions are being asked in order for us to prepare for delivering any services your child may need. It is NOT REQUIRED of you to answer, nor is it a condition of your child's enrollment.

Has the student been identified as a special education student or a student with a disability?	Yes	No					
Has an Individualized Education Plan (IEP) ever been developed for the student?	Yes	□No					
Has the student ever received a 504 service agreement?	Yes	No					
Has the student ever received mental health treatment	Yes	No					
If yes, please explain:							
Is the student currently receiving counseling or mental health treatment?	Yes	□No					
If yes, please explain:							
I HAVE COMPLETED THIS INFORMATION TO THE BEST OF MY KNOWLEDGE AND MY RESPONSES ARE TRUTHFUL.							
Parent/Guardian Signature:	Date:						

Chester Community Charter School Home Language Survey

The Office of Civil Rights (OCR) requires that school districts/charter schools/full day AVTS identify limited English proficient (LEP) students in order to provide appropriate language instructional programs for them. Pennsylvania has selected the Home Language Survey as the method for the identification.

School District:	Date:				
School:					
Student's Name:		Grade:			
What is/was the student's first language?					
Does the student speak a language(s) other than English?	Yes No				
If yes, specify the language(s):					
What language(s) is/are spoken in your home?					
Has the student attended any United States school in any 3 his/her lifetime?	years during	Yes No			
If yes, complete the following:					
Name of School	State	Dates Attended			
Person completing this form (if other than parent/guardian):					
Parent/Guardian signature:		Date:			

^{*}The school district/charter school/full day AVTS has the responsibility under the federal law to serve students who are limited English proficient and need English instructional services. Given this responsibility, the school district/charter school/full day AVTS has the right to ask for the information it needs to identify English Language Learners (ELLs). As part of the responsibility to locate and identify ELLs, the school district/charter school/full day AVTS may conduct screenings or ask for related information about students who are already enrolled in the school as well as from students who enroll in the school district/charter school/full day AVTS in the future.

Emergency Medical Form - Return to Nurse

Student's Last Name:	Stude	ent's First	Name:		Child's Date of Birth:	
Grade:	Teach	ner / Rm. :	#:		Gender:	
Primary Language:						
Parent/Guardian #1:		Primary	, #:		Secondary #:	
Address:	S:				Apt. # (if applicable):	
Email address:						
Parent/Guardian #2:		Primary	<i>,</i> #:		Secondary #:	
Address:		City, State, Zip			Apt. # (if applicable):	
Email address:					.1	
Name of TWO or more people to c	call if P	arent/	———Guardiar	n(s) cannot be	reached:	
	Relationshi			Primary #:	Secondary #:	
Name: Re	Relationshi	ip:		Primary #:	Secondary #:	
Name: Re	Relationshi	ip:		Primary #:	Secondary #:	
Please list Other Siblings Who Atto	end Ch	ester (Commun	nity Charter Sc	hool:	
Name / Grade:		Name / Grade:				
Name / Grade:		Name / Grade:				
Family Physician:			Phone Nur	mber:		
Family Dentist:			Phone Number:			

Emergency Medical Form Pg. 2 - Return to Nurse

Student's Last Name:		Studen	t's First	: Name:	Child's Date of Birth:		
Does your child have a h	nistory of:						
AsthmaYN	Diabetes	_YI	N	SeizuresYN	Heart Condition _	Heart Condition Y N	
Sickle Cell Diagnosed by DoctorY N	ADHDY	N		Seasonal AllergriesYN			
Any known life threatening All	lergy docume	nted by	/ Docto	or, and if yes please explain	:		
List your child's current medic	cation:			Is the medicine needed d	uring school hours	?	
NOTE: If your child has asthma, a severe allerg parent, and returned along with the medicatio to attend the current year's field trip. **Nurses are not permitted to administer med	n in the original conta	iner to the l	ouilding nu	rse to ensure student safety. Failure to do so	may result in your child losing	his/her pri	
If deemed necessary by the nurse, do yo Place check in the Yes or No column.	ou authorize the sc	hool nurse	e/physicia	an to give the following medications to	your child?		
		YES	NO			YES	NO
Tylenol				Orajel/Anbesol (With current schoo status only)	l year physical allergy		
lbuprofen/Motrin				Vaseline/Aquaphor/Lip Guard/Carm	nex/Medex		
Tums/Mylanta/Pepto-Bismol Tabs or Liq	ıuid			First Aid Cream or Antibiotic Cream	: Bacitracin/Polysporin		
Benadryl or other Anti-histamines (Severe Allergies Only) Eye Wash: Sterile Saline/Purified Water		ater/or Other					
Epi-Pen (For Life-threatening sudden onset symptoms)				Hydrogen peroxide, antibacterial/antimicrobial soap			
Rescue Inhaler (For current year's diagn Action Plan on File)	osis & Asthma			Anti-itch creams for rashes: Caladryl, Benadryl or Calamine Lotion			
Sting Relief antiseptic & Lidocaine LCL 2 school year allergy status ONLY)	.0% (with current			Lotrimin or other Antifungal (With c Ringworm on File)	onfirmed Diagnosis of		
Permission for School Doctor to	Perfom:						
	andated Physical	Y	N	The State Mandated Dental	Y N		
These are very basic brief exams. Stude dentist looks into the mouth and refers on file and your child is in the state ma	nts are NOT require to the family denti	ed to take st if neede	off their c ed. The ex exams. The	clothes for the physical and NO dental ams are only performed if there is no d	work is done during the del locumented physical and/c	r dental e	exam

I understand that if neither the parent/guardian, nor the emergency contact(s) listed are reachable, I hereby give my permission for Chester Community Charter School to take whatever action necessary to treat my child in case of an emergency which may include transporting by ambulance to a hospital. I also understand that this transportation cost is the responsibility of the parent/guardian. In addition, I hereby give my authorization for school personnel to obtain any/all medical records as allowed by HIPPA regarding my child so that proper prompt treatment may be obtained.

Parent/Guardian Signature:

Date:

Child's Health History - Return to Nurse

Child's Last Name:				Child's First Name:						
Child's Date of Birth:				Grade:			Teacher:			
DOES YOU			A HISTORY OF ANY O	THE F			(PLEASE CHECK "YES" OR "NO",			
Diabetes	YES	NO	Asthma		YES	NO	Frequent Skin Rash	YES	NO_	
Measles			Bronchitis				Eczema			
Chicken Pox			Seasonal Allergies				Urinary Diagnosis			
Rubella			Pneumonia				Gastrointestinal Diagnosis			
Mumps			Heart Condition				Hearing Difficulty			
Seizures			Blood/Clotting Disorder				Speech Difficulty			
Sickle Cell Disease (not the trait)			Frequent Nose Blee	ds			Food Allergy (documented by Doctor)			
ADHD			Frequent Ear Infecti	ions			Allergic to Penicillin			
Wears Glasses			Frequent Sore Thro	at			Allergic to Sulfa			
Any Operations			Juvenile Arthritis				Allergic to Aspirin			
Any Severe Injuries			Bee Sting Allergy				Any Other Medical Conditions			
IF YOU ANSWERED "YES	5" TO AI	IY OF T	HE ABOVE OR YOUR C	HILD H	IAS AN	Y OTH	I HER HEALTH CONCERNS PLEAS	E EXPL	AIN:	
Physician's Name to be n	otified i	n the ev	vent of an emergency:				Physician's Number:			
AND IMMEIDATE TREAT THE SCH	MENT IS HOOL TO	NEEDEL TRANSI	O IN ORDER TO PROTECT PORT MY CHILD TO CROZ	THE LIF ER MED	E, SAFE ICAL CL	TY, OR ENTER	REACHED AT THE TIME OF THE EN RHEALTH OF MY CHILD, I HEREBY A IN CHESTER, PENNSYLVANIA. Y MEDICAL TREATMENT.			

Date:

Parent/Guardian signature: