STUDENT INFORMATION
Allen Park Public Schools
Before and After Care Policies and Procedures

To ensure that all the necessary information is understood, parents/legal guardians are requested to read the information and sign at the bottom.

1. I will notify Before and After Care whenever my child will not be in attendance.
2. In the event of an emergency, Allen Park Public Schools will follow the rules and regulations of the State of Michigan, APPS Board of Education, and /or specific instructions when applicable.
3. My child meets local, State, and Michigan Department of Health's requirements for school entry, as well as any additional health requirement of Allen Park Public Schools.
4. My designee or I agree to physically accompany my child to Before Care each morning and pick up my child from After Care each afternoon.
5. My child and I will be required to follow the Procedures and Policies, as written in this agreement, dealing with the health, safety, and welfare of each child in the Program. I will be contacted immediately (at work, if necessary) in case of emergency or severe disciplinary problem. If after an initial and follow-up conference, there is an unresolved problem, I understand the Before and After Care Supervisor and/or Community Services Coordinator may request in writing that my child is withdrawn from the program for reasons deemed as in the best interests of my child. Other reasons for withdrawal include but are not limited to:
    - **a.** Lack of or inconsistent payment.
    - **b.** Abusive or destructive behavior by the child to other persons or property.
    - **c.** Failure by the parent or child to adhere to the rules and regulations.
6. All children are subject to the District and Building Code of Conduct
7. I will give a two-week written notification to Elizabeth Lee, Community Services Coordinator, if I withdraw my child from the program.
8. I understand Allen Park Public Schools is authorized to provide emergency care for my child.
9. Notice of the availability of the center's licensing notebook.
    - **i.** The licensing notebook contains all the licensing inspection and special investigation reports and related
    - **ii.** The licensing notebook is available to parents during regular business hours
    - **iii.** Licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at www.michigan.gov/michildcare
10. I have reviewed Allen Park Public Schools' Before and After Care Program Procedures and Policies for the school year.

Child's Name

Signature of Parent/Legal Guardian

Date