

# ONWARD

## Echo Valley Elementary's Afterschool Program

Session 3

Monday, January 5<sup>th</sup> - Friday, February 20<sup>th</sup>

Name \_\_\_\_\_

Classroom Teacher  
\_\_\_\_\_

Hello, Echo Valley Community,

We are excited to kick off session 3 of ONWARD when we return from the winter break on **Monday, January 5th!** This session will be filled with fun and exploration as we dive into learning about space, spin up some new crafts, and enjoy some extra indoor games as we hunker down for the coldest months of the year!

ONWARD Afterschool offers a safe, fun and enriching afterschool experience for students in the CVSU community. To register and enroll your child please complete the following:

1. **Registration Form** (To be completed once per year (July 1 to June 30) unless information has changed. If your child attended our summer program and all of the information remains the same, you do not have to complete this form again to enroll for the school-year.)
2. **School-Year Family Contribution Form** (complete once per school-year)
3. **School-Year Transportation Form** (complete once per school-year)
4. **Enrollment Form** (complete for each session)

All forms are available at school, on our webpage <https://wvs.cvsu.org/our-school/eve-wvs-onward>, or by request to Kristin Deberville (kdeberville@cvsu.org).

While completing these forms, please keep in mind:

- Programs are filled on a first-come, first-served basis. Students whose enrollment and registration paperwork is incomplete will not be enrolled.
- Students may not attend if we do not have all of the required documentation, listed above.
- Significant and/or continuous behavior issues will result in dismissal from the program for the session.

If you have any questions or concerns please free to reach out to me.

Sincerely,

Kristin Deberville  
Site Operations Coordinator  
kdeberville@cvsu.org

## Important Dates

**Session 3 Starts:**

January 5th

**Session 3 Ends:**

February 20th

**Early Release Dates**

February 11th

**No ONWARD**

January 19<sup>th</sup> - MLK Day

January 26<sup>th</sup> - Inservice

## ONWARD DAILY SCHEDULE

2:50 - 3:30

Snack and Recess

3:30-4:30

Activity Block

4:30-5:00

Clean-up  
Closing Activity  
Pick-Up

# THE REFRIGERATOR PAGE

This page is for you! Take this page and stick it on your fridge before returning your enrollment and registration forms to help keep track of these important dates and reminders.

## REMINDERS

### Early Dismissal Policy

ONWARD dismisses between 4:45PM and 5:00PM. **If you plan to pick your child up before this time, please let us know** by either sending an email to [kdeberville@cvsu.org](mailto:kdeberville@cvsu.org) or calling and leaving a message at the school **before dismissal!** This way we can make sure they're ready to go when you arrive.

### "All 5" Reminder!

The weather outside is finally feeling seasonable, and we ask that all students arrive to the Onward room ready to spend some time outdoors! Once snow is on the ground, students should have "All 5" of their pieces of outdoor gear, including: Jacket, Boots, Gloves, Hats, and Snow Pants!

## ADMINISTRATIVE

## UPDATES

### **Help Wanted!**

Looking for something to do between 3:00PM and 5:00PM on weekdays? We are looking to add to our team of afterschool professionals! Reach out to Tyler at [TBeede@cvsu.org](mailto:TBeede@cvsu.org) for more information!

**You can now access our Online Enrollment and Registration form using this QR Code. Just point your phone's camera at it!**



Name \_\_\_\_\_

Grade \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

### Activity Choices

Please select ONE activity for each day your student will attend. If no activity is marked, it is assumed your student will not attend on that day!

#### Monday

Art Club                       Chill Zone

#### Tuesday

Table Top Games               Chill Zone

#### Wednesday

Astro Explorers               Chill Zone

#### Thursday

Pictures and Projects               Chill Zone

#### Friday

Fun Friday

### Early Release Day

Wednesday, February 11<sup>th</sup>.

Students who are regularly enrolled for Wednesdays at ONWARD will be automatically enrolled for early-release Wednesdays from 1:00 to 5:00. Students who do not enroll for Wednesdays can sign up to attend ONWARD from 1:00 to 3:15 on early-release days.

Please complete the following if your student will be joining us **ONLY** on **early release days**. If your student is already enrolled for Wednesdays with ONWARD, you do not need to complete this section.

Day	Attending
February 11 <sup>th</sup>	<input type="checkbox"/>

Check out the  
CVSU Afterschool  
Facebook Page!





# CVSU Afterschool

Northfield Orange Washington Williamstown

2025-2026  
Registration Form

**This form needs to be completed only once per year (July 1 to June 30) unless any information has changed.**

## 1. Student Information

Student's Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher (elementary only): \_\_\_\_\_

## 2. Parent Information

Name of Parent(s)/Guardian(s): \_\_\_\_\_  
Mailing Address (if different from above): \_\_\_\_\_  
Employed at: \_\_\_\_\_  
Home phone #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
**\*It is absolutely crucial that we have a phone number where parent/guardian can be reached during afterschool/summer program time.**  
Email address: \_\_\_\_\_

If the student also lives with another parent or guardian:

Name of Parent(s)/Guardian(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Employed at: \_\_\_\_\_  
Home phone #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

## 3. Health Information

- Does your child need to take any medication during afterschool program time?  YES  NO
- Does your child have an illness, allergy, health problem, or disability?  YES  NO
- Does your child have an IEP?  YES  NO
- Does your child have a 504 Plan?  YES  NO
- Does your child wear glasses or contact lenses?  YES  NO
- Does your child have social, emotional, or behavioral challenges?  YES  NO

**If you answered yes to any of the above questions, or would like to share any other information about your child and how we can best support their afterschool experience, please use the space below. \*In order to meet the needs of your child, we may require a doctor's note before a student may participate.\***

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Do you have health insurance for your child?  YES  NO  
Name of child's doctor: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name of child's dentist: \_\_\_\_\_ Phone #: \_\_\_\_\_

## 4. Pick-Up Permission

**Safety is our highest priority!** Other than the parent(s)/guardian(s) listed above, who has your permission to pick up your child? The individuals must be at least 16 years old and must be able to show at least one form of picture identification. Any changes to this list must be communicated in writing to the site coordinator.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

## 5. Agreement to Terms

Please initial to indicate your acceptance of/agreement with each item below. (Not initialing indicates that you do not accept/agree to the terms.)

\_\_\_\_\_ I authorize the *CVSU Afterschool Program* to access my child's school file, including but not limited to health records, free and reduced lunch status, and special education accommodations.

\_\_\_\_\_ I authorize *CVSU Afterschool* staff to consult with my child's teachers and other school personnel regarding my child's needs. I understand that information will be shared on an as-needed basis only.

\_\_\_\_\_ I understand that photographs or videos may be taken for publicity purposes. I give permission for my child's image(s) to be used.

\_\_\_\_\_ I give permission for surveys to be given to my child and my family for program needs.

\_\_\_\_\_ I give permission for my child to participate in offsite walking field trips. *Permission forms will be sent home prior to field trips requiring transportation.*

\_\_\_\_\_ I give permission for my child to participate in wading activities.

\_\_\_\_\_ I give permission for my child to participate in swimming activities.

\_\_\_\_\_ I allow *CVSU Afterschool Program* staff to apply sunscreen, insect repellent, antibiotic cream, and other topical first-aid products to my child.

\_\_\_\_\_ If walking field trips are interrupted by inclement weather, I authorize vehicular transportation for my child back to the program site without requiring further notification of such transportation.

\_\_\_\_\_ I authorize the *CVSU Afterschool Program* to access my child's immunization records on file with the school. I understand that, if I deny this authorization, I am required to provide immunization records directly to the *CVSU Afterschool Program* before my child can participate.

\_\_\_\_\_ I have received the *CVSU Afterschool Family Guidebook*; I have read, understand, and agree to the policies stipulated therein.

## 6. General Release

**A)** I hereby give permission for my child to participate in the *CVSU Afterschool Program*. I assume all risks and hazards, incidental to such participation, including transportation to and from activity, and I hereby waive, release, absolve, indemnify, and agree to hold harmless the *CVSU Afterschool Program*, Central Vermont Supervisory Union, their officers, agents, officials, employees and volunteers, the organizers, sponsors, supervisors, and participants for any claim arising out of an injury to my child. I will notify *CVSU Afterschool* if any information about my child changes.

## 7. Medical Release

**B)** In the event that my child is injured or needs medical help, I understand that the hospital personnel will attempt to contact me before administering treatment to my child. If I cannot be reached, I hereby give permission for the person(s) named below to be called for authorization. **We must have this information.**

Name:	Relationship to Child:	
Home:	Work:	Cell:
Name:	Relationship to Child:	
Home:	Work:	Cell:

**C)** I authorize *CVSU Afterschool Program* staff to obtain emergency transportation and medical care for my child at a hospital or physician's office at my expense. I understand that I will be notified first if at all possible.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Parent/Guardian: \_\_\_\_\_

## Registration of Additional Child(ren)

If you have (an) other child(ren) to enroll in the **same CVSU Afterschool Program** and **for whom all of the information in Sections 2, 4, 5, 6, and 7 is the same**, you may use this form to enroll the other child(ren). You may make copies of this form if necessary. *If any information other than that in Sections 1 and 3 differs for the additional child(ren), or if additional child(ren) will attend a different CVSU Afterschool program, please complete a separate registration form for them.*

### 1. Student Information

Student's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Student's Mailing Address: \_\_\_\_\_

Student's School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher (elementary only): \_\_\_\_\_

### 3. Health Information

- Does your child need to take any medication during afterschool program time?  YES  NO
- Does your child have an illness, allergy, health problem, or disability?  YES  NO
- Does your child have an IEP or 504 Plan?  YES  NO
- Does your child wear glasses or contact lenses?  YES  NO
- Does your child have social, emotional, or behavioral challenges?  YES  NO

**If you answered yes to any of the above questions, or would like to share any other information about your child and how we can best support their afterschool experience, please use the space below.** *\*In order to meet the needs of your child, we may require a doctor's note before a student may participate.\**

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Do you have health insurance for your child?  YES  NO

Name of child's doctor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of child's dentist: \_\_\_\_\_ Phone #: \_\_\_\_\_

I certify that the information in Sections 2, 4, 5, 6, and 7 of the original registration form is the same for this child.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**This form MUST be attached to the original registration form.**



**CVSU AFTERSCHOOL  
Family Contribution Form  
2025-26**

We depend on family contributions to continue to offer quality programs. However, all CVSU students are welcome regardless of their family's ability to pay. Please use this form to determine our suggested per-child contribution. If that amount is more than you can afford, we ask you to pay what you can. If you have any questions or concerns, please call Cara Sargent at 802-433-7060.

Please use this table to determine the suggested amount of your family's contribution and check the corresponding box.

CVSU Afterschool Program Fees	<input type="checkbox"/> <b>Tier 1</b> Household income is > \$150,000	<input type="checkbox"/> <b>Tier 2</b> Household income is < \$150,000 and students are <u>not</u> eligible for F/R lunch	<input type="checkbox"/> <b>Tier 3</b> Students are eligible for F/R lunch
Daily Rate	\$10.00 per child per day	\$5.00 per child per day	\$2.00 per child per day

**Please check one option below:**

- I will pay the suggested contribution.
- I am unable to pay the suggested contribution, but will contribute a smaller amount.
- I am unable to pay anything at this time.

Please remember that all of our students are welcome, regardless of their family's ability to pay or the amount of the family's contribution.

We accept checks and cash. Please make checks out to *CVSU Afterschool* and deliver directly to the Site Coordinator or **mail to CVSU Afterschool, 111B Brush Hill Road, Williamstown, VT 05679**. Cash must be delivered directly to the Site Coordinator.

We appreciate receiving contributions at the beginning of each session. If that is not possible, we will hand-deliver or mail a reminder to you during the session. You may pay in installments if that is helpful to you. Please indicate your intention to do so with your first payment.

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

\_\_\_\_\_  
Date



**CVSU Afterschool  
Transportation Form  
School Year 2025-26**

**Echo Valley**

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

Afterschool Program Location: \_\_\_\_\_

**How will your child get home from the Afterschool Program?**  Walk  Pick up  Bus

**If using the bus, please indicate your stop below.**

*Actual pick-up and drop-off times may vary due to travel conditions. Please allow a 15-minute window before and after the published time for actual arrival. You will be notified of any bussing delay beyond 15 minutes.*

	p.m.	
Morrie/Woodchuck Hollow	5:05	<input type="checkbox"/>
Route 110/Donna Lane	5:10	<input type="checkbox"/>
Tucker Rd./Spencer Rd.	5:13	<input type="checkbox"/>
Echo Valley Middle School	5:15	<input type="checkbox"/>
Gramp's Country Store	5:32	<input type="checkbox"/>

By completing this form, I acknowledge that my child will depart from the Afterschool Program via the method indicated and that **changes to my child's transportation plan must be communicated in writing to the Site Coordinator.**

Walkers: If my child is a walker, I understand that, once they have signed out for the day, the Central Vermont Supervisory Union Afterschool Program is no longer responsible for their safety.

Bus Riders: If my child rides the late bus, I acknowledge that I have read and I understand CVSU Afterschool's Late Bus Drivers' Protocol for Student Drop-Off on the reverse of this form. If my child is in grade K-5 and rides the late bus, I understand that they will be dropped off at their stop only if an authorized person is present to meet them. If my child is in grade 6-12 and rides the late bus, I understand that they will be dropped off at their stop whether or not an adult meets them, and that it is my responsibility to ensure my child's safety at this time.

Pick-Ups: If my child is a "pick-up," I understand that they will be released only to individuals identified as authorized persons on the Registration Form.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print Parent/Guardian name here: \_\_\_\_\_

## **CVSU Afterschool Late Bus Drivers' Protocol for Student Drop-Off**

- Students in grades K through 5 who ride the late bus will be dropped off only if an authorized person is present to meet them.
- The CVSU Afterschool site coordinator will provide the bus driver with a list of persons authorized by each student's parent/guardian to meet the student.
- The bus driver will ask for photo identification from the person meeting the student at the bus stop unless/until the driver is familiar with the authorized persons.
- The bus driver will not release a student to any person who is not on the list of authorized persons.
- CVSU Afterschool will inform parents/guardians of K-5 students that the authorized person should come to the door of the bus to meet their student and should be prepared to show photo identification to the bus driver.
- CVSU Afterschool requires that parents/guardians submit changes to a student's transportation plan to the site coordinator in writing. This includes changes or additions to persons authorized to meet students at the bus stop.
- If a student in grades K-5 is not met by an authorized person at the bus stop, the student will remain on the bus and the bus driver will call the site coordinator who will attempt to contact the student's parent/guardian.
  - If a parent/guardian can be reached and is able to report to the bus stop within 2 or 3 minutes, the driver will wait for the parent/guardian to arrive.
  - If a parent/guardian cannot be reached or cannot report to the bus stop within a few minutes, the student will be returned to school, where they will be met by the afterschool site coordinator or their designee.