The Island School After-School

2026-2027 Application for Enrollment

Student Information: Date of Birth: _____Sex: _____
Grade: _____

Child's Full Name: _____
Last First Middle

Child's Physical Address: _____

Child's Mailing Address: _____

Family Information **Child Lives With**: _____

Mother's Name: _____ Father's Name: _____
Address: _____ Address: _____
Employer: _____ Employer: _____
Address: _____ Address: _____
Work Phone: _____ Work Phone: _____
Cell Phone: _____ Cell Phone: _____
Email address: _____ Email address: _____

Medical Information:

I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if needed.

Doctor: _____ Phone: _____
Hospital Preference: _____

Please list allergies, special medical or dietary needs, or other areas of concern:

_____

Helpful Information About Child:

_____
_____
_____

Contacts:

Child will be released only to the custodial parent or legal guardian and the persons listed below. The following people will also be contacted and are authorized to remove the child from the facility in case of illness, accident, or emergency, if for some reason the parent or legal guardian cannot be contacted.

Name	Cell#	Other#
Name	Cell#	Other#
Name	Cell#	Other#
Name	Cell#	Other#
Name	Cell#	Other#

STAFF INCIDENT MANAGEMENT

Keeping children actively involved in meaningful, fun activities generally creates an environment in which problems are few and minor. However, when program guidelines are not followed, staff will use the following behavior/incident guidelines.

- Behavior/Incident Guidelines: Appropriate behavior from every child is expected. Each child will be treated fairly, firmly, and removed from the activity if necessary.
- When a behavior/incident problem occurs:

    1. The staff will handle the problem initially. Techniques such as redirecting, discussing the problem, reviewing guidelines, loss of privileges and or have their parents notified.
    2. A behavior/incident report may be filled out for the parent to review and sign. All behavior/incident reports will be kept in your child's file.
    3. If the problem continues, staff reserves the right to suspend or expel any child without a refund.
    4. Any physical contact with another child will result in a suspension from the program. We have zero tolerance for physical contact.

_____ _____

Parent Signature Date

PROGRAM GUIDELINES FOR THE CHILD

We have developed a set of basic guidelines for all children to follow. Please review these guidelines with your child. Other guidelines / rules have been developed for certain areas of the facility and will be gone over with your child.

- Keep hands and feet to yourself (**No physical contact**)
- Act in a friendly manner, no hitting, biting, teasing, or bullying others.
- Listen, follow directions and be respectful of staff.
- Be respectful to others and their property.
- Refrain from profanity and obscene gestures.
- Respect the indoor and outdoor equipment. Parents will be held accountable for any mistreatment of equipment.
- Use "inside voices" when indoors.
- Only leave the program area with permission from staff.
- Personal devices are not permitted.
- Toys from home are not permitted.
- Hats are not permitted in any buildings.

_____ _____

Parent or Guardian Signature Date

Parent/Guardian Agreement Form

I have read and will abide by all After- School Program policies.

_____ _____

Parent/Guardian Signature Date

AUTHORIZATION FOR EMERGENCY TREATMENT

Permission for the Director, Acting Director, or The Head of School to take whatever steps may be necessary for medical care in case of an emergency is hereby given. I understand the order of actions taken will follow the outline below unless there is a need for immediate action, but will not be limited to these actions:

1. Parent or guardian will be called
2. Child's physician will be called
3. Contact person parents have listed will be called
4. If none of these efforts are successful:
    a. Another physician will be called
    b. An ambulance will be called
    c. The child will be taken to the emergency room of _____ accompanied by a staff member.

Signed: _____
(Parent or guardian)

Date: _____

Witness Signature: _____

Date: _____

The Island School Programs Participant Waiver Form

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK FOR THE ISLAND SCHOOL PROGRAMS/ACTIVITIES PLEASE READ THIS FORM CAREFULLY and be aware that in signing up and participating in The Island School's program/activities, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ ward might sustain as a result of participating in any and all activities connected with and associated with The Island School's programs/activities. I acknowledge that there may be certain risk involved in participating in program activities, and I voluntarily agree to assume the full risk of any injuries, damages or loss, that my minor child/ward or I may sustain of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have as a result of participating in such program/activity against The Island School, including their respective officials, employees or volunteers (hereinafter referred to as "Parties"). I do hereby fully release and forever discharge the parties from any and all claims for injuries, damages, or loss that my minor child/ward or I may have or which may accrue to me or my minor child/wars and arising out of, connected with, or in any way associated with these programs/activities. I indemnify and hold harmless The Island School, any or its employees from any and all claims from my use of county property or participation in any of The Island School's programs. I will further indemnify and "hold Harmless" The Island School and its employees from all costs, expenses and liabilities resulting from any claim brought from my child's use of county property and/or participation in programs to the extent of The Island School liability under general law. This is to certify that I, as parent/guardian with legal responsibility for this participant, do consent and agree to his/her release as provided above and for myself, my heirs, assigns, and my minor child(ren)'s involvement or participation in the program as provided above. I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims.

_____ _____

Parent/Guardian Signature **Date**



After School Program Fees

Payment Options for the 2026-2027 School year

After School hours are 3:00-5:30pm (***Late Fees will be enforced***)

Please *circle* the option below that you are choosing for your child(ren) for the entirety of the 2026-2027 school year and return to school.

1.) Pay in full by August 10, 2026: $900.00 per child

2.) 5 installments of $180.00 per child due on or before:

- August 6, 2026 (Open House)
- September 1, 2026
- October 1, 2026
- November 2, 2026
- December 1, 2026

There will be a $10.00 late fee per child if fees are not paid on or before due dates.

3.) Drop-in fee: $10.00 a day per child due **on that day**.
You must call or email the front office before 2:30 if you need your child to drop in at After School on that day.

There will be a $5.00 late fee per child if fee is not paid on the day of use of After School

***Paperwork must be completed before your child may attend The After School Program, or Fun Days.**

_____ _____

Parent's Signature Date

Our Mission: To provide a safe, fun and stimulating environment while providing activities and enrichment programs that stimulate a child's intellectual, social, emotional, and physical growth.

GOALS

- To provide children with opportunities to participate in organized and structured recreational and educational activities which contribute to the intellectual, social, emotional and physical growth of the child in a safe, clean and supervised environment.
- To promote appreciation of fair play, sportsmanship, and consideration of others during a variety of planned activities.
- To encourage development of new friendships, self-confidence, and increased self esteem while having fun.

REGISTRATION

Parents must register their children prior to attending the program. The cost of the program is $900.00 for the year. If offered, Fun days and Early Release Days will be an additional fee.

HOURS OF OPERATION

- **After-School Program:** Monday thru Friday from 3:00 – 5:30pm
  There will be NO after-school on early release days
- **Fun Days: 8:30 – 5:30 pm**. ***(additional fees required)***
  Fun Day Programs may be offered on days when the school is closed. A sign-up sheet will be available for each Fun Day. You must provide a morning snack, lunch, afternoon snack and a water bottle for Fun Days.

  Early Release Days: Additional fees required for ALL students that attend. These days are not included in After School Fees as of 2022.

- **Late Fees**: **The Program ends at 5:30 pm daily.** Parents will be charged a $1.00 per minute late fee after 5:30pm. This fee will be due upon arrival in cash to the staff member present. Your child will not be able to attend the program until the late fee is paid. ***This will be strictly enforced.***

- **Holidays:** These programs will not operate on observed Lee County Government Holidays, Lee County Furlough Days or National Holidays.

- **Emergency Closings:** On occasion, the center may be closed due to special circumstances (weather warnings). Such closings will be communicated to parents with as much advanced notice as possible.

CHECK-IN / SIGN-OUT PROCEDURES

- **Daily Check-In:** Attendance will be taken when your child reports to the Multi-purpose room by a TIS Staff member. **Daily Sign-Out:** For the safety of the child, staff will only release a child to the person identified on the release form as approved by the parent. Parents may also call or provide a written note stating who will be picking up their child in an emergency case. Identification will be required at sign-out for people who do not regularly pick up their children. Siblings under the age of 18 may not sign out a child. When signing out your child, please communicate with the staff and see how your child is doing in the program.

STAFFING (EXPECTATIONS AND STANDARDS)

The following are the standards set forth by The Island School governing the quality and work ethics essential for all staff persons charged with care, supervision and safety of any child using the recreational facilities.

1. Staff will have a background and screening check along with fingerprinting by the Florida Department Law Enforcement.
2. Staff must be of good moral character.
3. Staff will follow health and safety guidelines to ensure a safe and clean environment.
4. Staff will be certified in First Aid and CPR.
5. Staff will be responsible for the Island School children after an Island School staff member escorts them to the Multi-purpose room.
6. Staff will provide the children with stimulating recreational, creative and educational activities.
7. Each child will be treated with respect.
8. Staff will take daily attendance as soon as the children get into their care.
9. Staff will have read and signed a statement that they understand the C&F pamphlet “Child Abuse & Neglect in Florida, A Guide for Professionals”.
10. Staff will never leave a child unsupervised while in the program.
11. Staff will notify the parent or caregiver of any illness, accident or any other incident that may take place with a child.

STAFF INCIDENT MANAGEMENT

Keeping children actively involved in meaningful, fun activities generally creates an environment in which problems are few and minor. However, when program guidelines are not followed, staff will use the following behavior/incident guidelines.

- Behavior/Incident Guidelines: Appropriate behavior from every child is expected. Each child will be treated fairly, firmly, and removed from the activity if necessary.
- When a behavior/incident problem occurs:
    1. The staff will handle the problem initially. Techniques such as redirecting, discussing the problem, reviewing guidelines, loss of privileges and or have their parents notified.
    2. A behavior/incident report may be filled out for the parent to review and sign. All behavior/incident reports will be kept in file at center.
    3. If the problem continues, staff reserves the right to suspend or expel any child without a refund.
    4. Any physical contact with another child may result in a suspension from the program. We have a zero tolerance for physical contact.

PROGRAM GUIDELINES FOR THE CHILD

We have developed a set of basic guidelines for all children to follow. Please review these guidelines with your child. Other guidelines/rules have been developed for certain areas of the facility and will be gone over with your child.

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- Listen, follow directions and be respectful of staff.
- Be respectful to others and their property.
- Refrain from profanity and obscene gestures.
- Respect the indoor and outdoor equipment. Parents will be held accountable for any mistreatment of equipment.
- Use “inside voices” when indoors.
- Only leave the program area with permission from staff.
- Personal devices are not permitted.
- Toys and personal items from home are not permitted.
- Hats are not permitted in any buildings.

ROLE OF THE PARENT OR CARE GIVER

Communication between the parent and the staff is essential to serve the best interest of the children. A close working relationship between the staff and the parent/caregiver provides the basis for an effective and successful program. Our objective is to offer complete open communication between parent/caregiver and staff. The parent/care giver’s responsibility in establishing this relationship includes:

1. All registration forms and payment must be completed before the child can be accepted into the program.

2. Informing staff of any special needs the child may have (i.e., allergies, medical information, food reactions, or any other concerns).
3. Making sure that the child has adequate and weather appropriate clothing. ***Closed toed tennis shoes*** and socks are required to be able to participate in all activities.

ILLNESS

To keep all children as healthy as possible, please keep your child(ren) home if he/she is displaying any of the following illnesses or symptoms:

- Fever
- Runny nose with green/yellow mucus
- Nausea, vomiting or diarrhea
- Sore throat
- Rash of any kind
- Frequent coughing
- Strep Throat
- Head lice
- Chicken pox, ring worm, impetigo, or scabies
- Bacterial Conjunctivitis (pink eye)
- Earache

If a child exhibits any of these symptoms while at the After- School program, we will call you to pick up the child. You or an authorized person will need to pick up the child immediately. There will be no exceptions to this rule. This is to protect the health of your child(ren) and classmates.

If your child is sent home for any of the illnesses or symptoms listed, he/she may not return to the program for 24 hours. The child may return after that, as long as the illness or symptoms are no longer present. We appreciate your cooperation to this matter for the health and safety of the children.

MEDICATION

Childcare facilities are not required to give medications.

FOOD AND NUTRITION

Snacks offered to the children in TIS After School Program will be prepackaged and individually wrapped. Water will also be available for each child to refill their water bottle.
Staff will handle and serve food according to the recommendations of the USDA as outlined in "Serving Safe Food in Child Care" (National Food Service Management Institute).
To ensure the safety of children and staff with food allergies: (1)**parents** are required to list food allergies on the TIS After School Enrollment Form and to educate their child about food allergy safety (as the child can understand); (2)**staff** will not allow food

sharing, **staff** will make sure that all children wash hands before & after eating, **staff** will make sure that a child with food allergies is easily observable by a staff member while eating, and **staff** will make sure that if food items are used for arts & crafts that they do not contain the allergic food(s) or ingredients.

DAILY REMINDERS

1. The Island School staff is not responsible for belongings that are lost. We discourage children from bringing personal items from home.
2. Please put your child's name on all their belongings.
3. Personal devices are not permitted at After School or Fun Days.
4. Only "G" and "PG" rated movies will be shown during the program.
5. Although safety is our primary concern, injuries do occur. Staff will handle minor injuries and professional medical personnel will handle all other injuries.
6. Parents must inform staff of any changes to be made on their child's registration form. It is the parent's responsibility to write the new information on the registration form.

PHOTOGRAPHS AND PUBLICITY

Photographs of the children may be taken on occasion to appear in our newsletter or other printed materials. By registering your child for The Island School After- School program, you give permission for photographs including your child to be used without compensation. If you choose to not give permission, you must notify the program in writing when registering your child.

INFORMATION

If you have any questions, please call Brianna Kane at 941-600-1551