



After School Recreation (Rec.) Program

For Grades K-6 Application and Expectations

Instructions:

- **Please complete this form even if you do not intend to use the Rec. program regularly**, in case your child must be placed in the program unexpectedly due to traffic delays or other factors. **Use a separate form for each K-6 student.**

Program Information:

- The program is only for students in K-6th grade. (Preschool students may attend the After Care program which has its own application, hours, and fee structure. K students must attend Kinder Rec before arriving at regular Rec.)
- Classroom teachers will dismiss students to parents, carpools, or other known transportation arrangements. **Students who are picked up late will be checked into the Rec. program. There are no exceptions to this policy.**
- Hours are from the time of dismissal to 5:00 p.m. **Families must sign students out each day. Late fees of \$1.00 per minute** will be charged when students are picked up after 5:10 p.m. Preferred pickup times are 3:15, 4:00, and 5:00.
- Fees for Monday, Tuesday, Thursday, and Friday are \$4 if picked up by 3:15 p.m. and \$10 if picked up between 3:15 and 5:00 p.m. Fees for Wednesday are \$9 if picked up by 3:15 and \$15 if picked up by between 3:15 and 5:00 p.m.
- Some students receive after school tutoring. Students who qualify for free or reduced price lunch may participate in the rec. program free of charge between dismissal from school and the beginning of their tutoring appointment.
- English Language Learners may participate in the Rec program for free at any time. Due to the low overall fees, we are not able to offer sibling or income-based discounts in the K-6 Rec program.
- The office will create and email invoices monthly. **Payment is due within two weeks of receipt of the invoice. If payment is greater than 30 days late, the student will not be able to attend the program until all fees are paid in full.** The office accepts checks (can be mailed) or cash. We encourage you to use your bank's electronic bill pay feature to automatically send the approximate amount due each month, Aug-April, then settle up in May.
- Rules, behavior expectations, and consequences are listed on the back of this form. **Students who are unable to follow the rules may be removed from the program.**

Student's Name _____ Grade _____ Best Phone _____

Mother/Guardian's Name _____ Alternate Phone _____

Father/Guardian's Name _____ Alternate Phone _____

Other Adult Name and Phone _____

Best Billing Email _____

<u>Scheduled Days</u>	<u>Arrival Time</u>	<u>Approx. Pickup Time</u>	<u>Notes (tutoring, carpool, bus, etc.)</u>
Monday	_____	_____	_____
Tuesday	_____	_____	_____
Wednesday	_____	_____	_____
Thursday	_____	_____	_____
Friday	_____	_____	_____

I understand and agree to all of the payment, scheduling, and behavior policies described. SEE PAGE 2.

Parent Signature _____

Date _____

After School Recreation Behavior Expectations

Be Safe For the safety of everyone we:

- Respect each other's bodies (no fighting or physically harming others).
- Speak peacefully (no threats or insults).
- Remain in defined areas.
- Use playground/equipment properly (no vandalism or graffiti).

Be Respectful We respect others by:

- Using appropriate language (no profanity).
- Leaving personal items at home.
- Using cell phones/ipods or other personal digital devices only with explicit permission of the supervising adult.
- Following adult directions.

Be Kind

- We are kind to others.
- We are honest with others.

After School Recreation Infractions and Consequences

Examples of Minor Infractions (This list is not exhaustive. Other actions may qualify.)

- Insults/rudeness
- Pushing
- Out of boundary for the activity
- Graffiti
- Swearing
- Using personal electronic devices without permission
- Not following instructions
- Dishonesty

Consequences for Minor Infractions

1. Verbal warning/reminder
2. Loss of privilege
3. Time Out
4. 3 minors = 1 major

Examples of Major Infractions (This list is not exhaustive. Other actions may qualify.)

- Threatening
- Hitting, kicking
- Running away and/or hiding
- Vandalism
- Defiance of adult directions

Consequences for Major Infractions

Aggressive or destructive behavior such as hitting, kicking, biting, throwing things, or destroying property will result in an automatic removal from the activity. Parents will be notified. If unacceptable behavior is frequent and/or continuous, staff will meet with parents to formulate a Behavior Intervention Plan. If implementation of the plan does not result in responsible, respectful, and safe behavior, the child may be dismissed from the program.