



# After School Recreation (Rec.) Program

(Grades 1-6)

## Application and Expectations

### Instructions:

- Please complete this form **IN PENCIL**.
- **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 child in grades 1-6.
- If you plan to use the program, include a prepayment of \$50 or more per child.

### Program Information:

- The program is only for students in 1st-6th grade. (Kindergarten and preschool students may attend the After School Care program which has its own hours and fee structure.)
- 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 5:30 p.m. **Late fees of \$1.00 per minute** will be charged when students are picked up after 5:30 p.m.
- Fees are \$5 if picked up by 3:29 p.m. and \$10 if picked up between 3:30 and 5:30 p.m. Fees are the same Mon-Fri.
- Students using the program only between school hours and a tutoring appointment may attend for free.
- Scheduling regular hours helps the program coordinator plan activities. If possible, please provide two weeks' notice of changes to a student's scheduled days.
- 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. Please use separate checks for different programs.
- 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 \_\_\_\_\_

Best Billing Email Address \_\_\_\_\_

<u>Scheduled Days</u>	<u>Arrival Time</u>	<u>Departure Time</u>	<u>Notes (tutoring, carpool, 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
- 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**

1. Time out & communication with parents
2. Suspension
  - a. 1<sup>st</sup> Suspension = 1 day
  - b. 2<sup>nd</sup> Suspension = 2 days
  - c. 3<sup>rd</sup> Suspension = 4 days
3. Four Suspensions = Expulsion