

CLUB SCOTIA
 Expanded Learning After School Program
 Registration Form

Child's Name: _____ Grade / Teacher: _____

Physical Address: _____

Mailing Address if different than physical address: _____

Parent/Guardian Information:

Father/Guardian's Name: _____ Cell Phone: _____

Work Phone: _____ email: _____

Mother/Guardian's Name: _____ Cell Phone: _____

Work Phone: _____ email: _____

Child lives with: (e.g., grandparents, father/stepmother, etc.) _____

Does your child have any medical needs? (i.e. allergies, asthma, medications or other special needs)

Please specify which days your child will attend and the time they will be picked up. See example below. Please notify us of any schedule change or non-attendance on a scheduled day.

	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Example</i>	<i>Until 6 p.m.</i>				
Your child's schedule					

Grades 1st - 4th students may only be released to parents or other adults as specified below:

Grades 5th - 8th students may sign themselves out only if there is written permission or a phone call from parent/guardian.

Other adults who are authorized to pick up your child in case of an emergency or on any given day:

(Club Scotia adheres to the same disaster plan as set forth by the school district.)

1.) Name/Relationship _____ Phone # _____

2.) Name/Relationship _____ Phone # _____

3.) Name/Relationship _____ Phone # _____

Under no circumstances will your child be released to anyone not on this list.

Is there any other information we should know about your child? _____

My child has permission to attend fieldtrips organized and chaperoned by Club Scotia. YES / NO

My child has permission to be included in after-school photographs for yearbook, news media, etc. YES / NO

My child has permission to watch PG rated movies. YES / NO

May ASES staff members have permission to sign out your student after authorized phone call from verified individual?

YES / NO

 Parent Signature

 Date

Site Coordinator Use Only

Student Start Date _____

All Paperwork Received: Yes / No

1. Free/reduced _____

2. Academic need _____

3. Parent need (work) _____

Club Scotia

Expanded Learning After-School Program

Early Release Policy

It is a policy that “Early Releases” need to be kept to a minimum. If the Club Scotia staff feels there is a problem, the site coordinator will contact the parent/guardian to discuss ways to change the situation.

Club Scotia will encourage 5 days a week attendance of all students until 6:00 PM. However, we recognize that there are circumstances that require students to be released prior to 6:00 PM. These circumstances may include:

- Attending a parallel program (such as soccer, basketball, academic enrichment programs, etc.)
- Family Emergencies
- Weather Conditions
- Child Accidents
- Medical appointments and/or illnesses
- Safe transportation from site to home

Parent / Guardian Signature _____

Date _____

Club Scotia Expanded Learning After-School Program

Parent Agreement

Student Name: _____

I will make sure my child attends the program regularly as scheduled.

My designated person or I will pick up my child **on time** by the end of the program each day.

I will notify the site coordinator (Lisa Broadstock) or the school office of all absences in advance.

I will instruct my child to bring his/her homework to the program and I will **review** it when he/she comes home from the program on a daily basis.

I understand that if my child is absent from school they **may not** attend Club Scotia that day.

I understand that **disruptive** and **disrespectful** behavior will not be tolerated and would be reason for dismissal from the program.

I will notify the Site Coordinator of any changes in our phone number or emergency contacts.

Parent / Guardian Signature: _____