



2018-19 Waiting List/ Enrollment #: \_\_\_\_\_

# Kids 1<sup>st</sup> After-School Registration Form

Please fill out a SEPARATE FORM for each child enrolling in the Kids 1<sup>st</sup> Afterschool Program. Both this application, and the policy agreement on the reverse side of this form, must be signed prior to student participation in the program.

**You will be notified of participation by phone or mail.**

Kids 1<sup>st</sup> Site: \_\_\_\_\_

Student I.D./Lunch #: \_\_\_\_\_

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### About your Child:

Gender: Boy or Girl    Age: \_\_\_\_\_    Birth Date: \_\_\_\_\_    Grade level TODAY: \_\_\_\_\_

Teacher TODAY: \_\_\_\_\_    Bilingual: Yes No    If yes, what Language \_\_\_\_\_

Any medical, academic or family issues Kids 1<sup>st</sup> should be aware of?

\_\_\_\_\_  
\_\_\_\_\_

### Sign-Out & Emergency Contacts:

1<sup>st</sup> Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

2<sup>nd</sup> Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

\*Students will **only** be released to those listed on this form. All emergency contacts must be at least 16 years old and should be prepared to show I.D.

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

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

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

### Transportation:

My child:    walks home    will be picked up by 6:00pm

### Please Initial:

\_\_\_\_ I give my consent for Kids 1<sup>st</sup> staff to sign-out my child to walk or go to an on-site activity.

\_\_\_\_ I give consent for Kids 1<sup>st</sup> staff to utilize assessment data for program evaluation and tutoring placement.

\_\_\_\_ I have read and understand all information in the student brochure & on the reverse of this form. I would like my child to participate in Kids 1<sup>st</sup>.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Site Coordinator Use ONLY

Date Received: \_\_\_\_\_ Date Notified: \_\_\_\_\_ Date Enrolled: \_\_\_\_\_ Date Dropped: \_\_\_\_\_

# Parent-Student Partnership Agreement

Please read and review this information carefully with your child. **Both signatures are required** to indicate that you understand and agree to all of the following information.

## Basic Guidelines

- Enrollment:** Due to the limited number of spaces available, priority placement will be made based on whether a student is: homeless, fostered, an English learner, receives free & reduced lunch or has been suggested by teacher or staff. When a waiting list is created, you will be notified monthly of changes in priority on that list until your student can be enrolled.
- Attendance:** Regular attendance is extremely important. Because of the importance of consistent participation, our program is open every day that school is in session until 6:00pm. Students are expected to attend Kids 1<sup>st</sup> five (5) days a week. Five cumulative, unexcused absences can be considered excessive and enrollment in the program may be revoked. **Late Arrival-Early Release:** would include any illness, regular extra-curricular activity, counseling, health care, family strengthening activities and transportation issues. It is important to notify staff when your child will be leaving early, arriving late or will be absent.
- Student Pick-Up:** Students participating in Kids 1<sup>st</sup> must be signed out by a parent, guardian, or emergency contact. Your child must be picked up **before 6:00pm**. If your child has not been picked up by the end of the program, staff members will attempt to contact you and/or those listed as emergency contacts. It is imperative that contact information be updated often so someone can be reached at all times. **Two late pick-ups will result in a child being dropped from the program.**
- Discipline:** Participation in Kids 1<sup>st</sup> is a privilege. All students must follow all Del Norte Unified School District policies. Kids 1<sup>st</sup> uses a 'three strikes' system which means that unsafe, or disrespectful behavior will be documented and dealt with as parents/ guardians are notified. When a student reaches the third strike, they will be removed from Kids 1<sup>st</sup>. We will notify and/or involve you in any behavior intervention that might be necessary. **However, we do reserve the right to immediately drop any student, regardless of strikes, whose behavior results in harm to themselves, other students, or staff.** All concerns about your child's behavior should be discussed with the Site Coordinator.
- We expect all students to follow these three basic rules:
  - Be Safe**
  - Be Responsible**
  - Be Respectful**

We will not tolerate violence, drugs, racial slurs, sexual harassment, defiance or disrespect of staff, volunteers, or fellow students. If any of these incidents occur, disciplinary action will be taken immediately and could result in termination from the program.

- Family is Important:** Family members are the first teachers of every child. If there is any way our staff can help your family become stronger, please just ask. We want to empower families to create strong relationships with their children, and the community. We look forward to working with you and your family as partners in the success of our youth.

1. **I agree to follow all Kids 1<sup>st</sup> rules.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

2. **I have read and discussed all guidelines with my child. By signing, I agree to the terms of this contract.**

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

\_\_\_\_\_  
Date