LEEDS CITY SCHOOLS EXTENDED DAY PROGRAM 2015-2016 APPLICATION

SITE DIRECTORS: LYN HOPKINS, MARGARET HUGHES, MERRY TICE (205) 910-4427

DISTRICT DIRECTOR: BURKE WREN

(205) 699-5437 EXT. 8

LEEDS CITY SCHOOLS 2015-16 EXTENDED DAY PROGRAM

It is the policy of the Leeds City Schools Board of Education not to discriminate on the basis of sex, color, disability, religion, creed, national origin, race, or age, in its educational programs, activities, or employment policies as required by federal regulations.

REGISTRATION APPLICATION

By completing this packet, you are registering your child to attend Leeds City Schools 2015-2016 Extended Day Care.

HOURS OF OPERATION

Before School Care- Monday through Friday from 6:30 a.m. to 7:30 a.m. After School Care- Monday through Friday from 3:10 p. m. through 6:00 p.m.

A fee of \$1 per minute late will be charged for any child/children not picked up on time. We offer after school care for students who are in the preschool program at Leeds Elementary School which begins at preschool dismissal each day to those who wish to sign up.

| | Last | First | Nickname | |
|---|--------------------------------------|---|----------|---|
| | | | | Grade Level 2015-2016 |
| Street Address | | C | City | StateZip-code |
| Mother's Name | | _Home/Cell Pho | one | Work Phone |
| Email Address | | | | |
| Father's Name | | Home/Cell Ph | one | Work Phone |
| Email Address | | | | |
| Person(s) having c | ustody of this | child: | | |
| require any special | | | | s No If yes, does the child and documented in the IEP. |
| Please explain: | | | | |
| PICK UP: Persons | - | | | - |
| PICK UP: Persons | | Relationship | | Phone |
| PICK UP: Persons 1 2 | | Relationship Relationship | | PhonePhone |
| PICK UP: Persons 1 2 3 | | Kelationship Kelationship Kelationship | | Phone Phone Phone |
| PICK UP: Persons 1 2 3 4 | | Relationship Relationship Relationship Relationship | | Phone |
| PICK UP: Persons 1 2 3 4 IN CASE OF EMF | F F F ERGENCY, CO | Relationship Relationship Relationship Relationship ONTACT: | | Phone Phone Phone Phone Phone Phone Phone |
| PICK UP: Persons 1 2 3 4 IN CASE OF EME 1 | F F F ERGENCY, CO | Relationship Relationship Relationship Relationship ONTACT: Relationship | | Phone |
| PICK UP: Persons 1 2 3 4 IN CASE OF EMF | F F F ERGENCY, CO F F | Relationship | | Phone Phone Phone Phone Phone Phone Phone Phone |

| MEDICAL INFORMATION: (allergies, nosebleeds, insect bites, etc.) YESNO If yes, please explain issues. (Extended Care staff are not allowed to administer medications). | | |
|---|--|--|
| | | |
| Physician's Name Phone | | |
| If your child is contagious with anything, he/she will need to be non-contagious before re to after school care. In other words, the child must be fever-free for one full day without medication. In case of the flu or similar illness, you must have a physician's note releasing child from his/her care. | | |
| In case of emergency, the Leeds City Schools staff has my permission to secure medical attention for my child. YES NO | | |
| Signature of Parent or Guardian Date Is the child covered by health insurance? Yes No Insurance Carrier & Contract No Please provide a copy of the insurance card(s) front an | d book | |
| r lease provide a copy of the insurance card(s) from an | u Dack. | |
| BEHAVIOR I understand my child must abide by the Leeds City Schools Code of Conduct and work with the staff to make sure my child follows the rules and works cooperative the students and staff. No corporal punishment shall be administered. When a child exhibits disruptive behavior, such as, but not limited to: fighting, abusive language, disrespect or disobedience, it will be noted in the Discipline Log. Parents will be notified. Infracmay result in immediate dismissal. An accumulation of three (3) infractions recorded in the Discipline Log may result three (3) day suspension or dismissal. If at any time a child's behavior endangers the safety of himself/herself or others, the may be dismissed from the program immediately. Discipline problems will be noted in the Discipline Log. This information will be a to parents upon request. The discipline will be similar to Leeds City Schools Code Conduct as applies to Class I infractions resulting in time-outs and other minor consequences and Class II infractions resulting in suspensions or dismissal. I understand my child can be released from this program for unacceptable or inappropriate behavior. If it is summer care, the child may be removed from field and other activities at the discretion of the site directors. | ely with ctions It in a e child available e of | |
| I have read the above statements carefully. My child and I agree to abide by them. | | |
| Parent's/Guardian's Signature:Date | | |

MEDIA RELEASE

Leeds City Schools communicates information including, but not limited to, photographs and interviews about our program and activities on our website and with the media. I give permission and understand that photographs and interviews will be of my child and published in newsletters, on the school system website, local and state newspapers, and other media publications without further permission. This permission and release shall be effective for the current school year.

| Parent's/Guardian's Signature: | | _ Date |
|--------------------------------|-----------------------|--------|
| | AGREEMENT TO PAY FEES | |

- I understand and agree to pay the registration and weekly fees for my child to attend the Leeds City Schools Extended Day Care.
- <u>I understand the registration fee is \$35 and non-refundable and is due with the completed enrollment packet and first weeks fee.</u>
- <u>I understand I am expected to pay the total weekly fee each Friday for the upcoming week.</u>
- I understand payment for the full week is due each week whether my child attends each day or is absent.
- I understand that all payments must be made in advance and that any unpaid balance carried into the next week will be subject to a \$10 late charge. I realize it is my responsibility and obligation to pay for these services promptly and on a regular basis.
- I understand that if my payments become past due, my child will not be able to return to the program until all payments are brought up to date.
- I understand there is a \$1 charge for every minute after the daily hours (6:00 p.m.) that I fail to pick up my child and that this amount is due and payable at the time my child is picked up.
- I understand that I if have a check not honored by my bank, my check will be turned over to the accounting department which submits to a third party company for collection.
- <u>I understand that if I stop paying before the end of the program, my child can be denied</u> <u>attendance to Leeds City School Extended Day Program and Summer Care Programs in the future.</u>
- If you are planning to withdraw your child, please let us know at least one week in advance in writing and all fees must be paid in full.

| I have read the above statements and I agree to abide by them. | | |
|--|------|--|
| Parent/Guardian Signature: | Date | |

INCLEMENT WEATHER PLAN

Leeds Extended Day Care will follow the same procedures for closing that the system follows. If by chance, the weather is after the school day, parents will be called if the program is closing. We MUST have accurate phone numbers to reach all parents in case of emergency closings. Please let the director(s) know if you are better reached by email or some other means in case of emergency weather dismissal.

IT IS IMPERATIVE THAT WE HAVE A WAY TO REACH YOU QUICKLY

| Emergency phone number and/or e-mail | . |
|--------------------------------------|----------|
| | |
| Name of emergency contact | |

Forms and Fees should be returned to Leeds Elementary School no later than August 7, 2015 to secure admission to the program prior to the start of school. If coming to the program later, forms will be accepted by Ms. Hopkins, Ms. Tice or Ms. Hughes.

Weekly Rates:

- Extended Day(only) \$40 per week
- Extended Day and Morning Care \$50 per week
- Morning Care(only) \$10 per week

If there are any problems not resolved with the site directors, please contact Dr. Burke Wren at 699-5437 ext. 8.