

Youth Elementary Before & After School Programs 2016-2017

Beginning date is Thursday, August 4th for both programs (no Before or After School the first or last day of school)

****APPLICATION, ACKNOWLEDGEMENT FORM, AND \$15 REGISTRATION FEE MUST BE TURNED INTO THE FRONT OFFICE THE DAY BEFORE THE STUDENT IS TO BEGIN THE PROGRAM!**

Thank you for choosing one or both of our programs for your child to participate in. The directors for the 2016-2017 school year will be Tracey Andrews, Rachel Vaughn, and Tami Glaze. Ms. Andrews teaches second grade, and Mrs. Glaze and Ms. Vaughn are FOCUS teachers. Contact information for the directors is as follows:
tracey.andrews@walton.k12.ga.us; tglaze@walton.k12.ga.us; and rachel.vaughn@walton.k12.ga.us.

Payment Information (Both Programs)

Payment: Please send payment in with your child at the BEGINNING of each week. Like a daycare, payment is due in advance of services to be received. If payment is not received that week, they will be unable to attend the following week. The overdue balance (plus \$5 late fee) AND the next week's payment will be due in order to attend the next week.

Parents who wish to pay every other week must still pay in advance. This means two weeks of fees would be due at the beginning of the first week.

Registration fee: \$15.00 per family. Registration fees are due with completed application before your child attends either program. These fees pay for supplies for our program throughout the year.

Late Payments: If payments are received late 3 times during the school year, your child may be dismissed from the program.

Before School Program Information- START DATE August 4th

Program Hours: 6:30 A.M. until 8:00 A.M. No one is allowed in the building before 6:30. Please walk your child to the door for sign in.

Location: The Before School Program will be housed on the end of the first grade hall beside the gym.

After School Program - START DATE August 4th

Program Hours: 4:00 P.M. – 6:25 P.M.

Late fees: Late fees will apply if your child is still at the school after 6:30PM. (Staff's clock out time). The charge is \$10 for 1-10 minutes late and then \$1 per minute until the child is picked up. Please call our After School number if you know you are running late. To reach the After School Program please call 678-684-2766 or 770 554-0172. If a student is picked up late 3 times he/she will be dismissed from the program.

Check out Procedures: Participants in After School will be checked out through the Y.E.S Cafeteria (until 5:00pm). After 5:00 enter through the front door and check out in front office. Please make sure you have a photo ID available when you come to pick up your child.

Homework help will be available Monday through Thursday until 5:00. It is the responsibility of the student to bring his/her necessary books and materials for homework and to report to the homework station.

YES Before & After School Rules and Consequences

Rules:

1. Stay with your group at all times.
2. Follow directions the first time they are given.
3. Be respectful of adults and your peers.
4. Use appropriate language.

5. Keep your hands and feet to yourself.

Consequences:

1. Verbal warning
2. Time out with teacher

3. Time out with director - parent will be notified
4. If a student has received 3 referrals to director he/she

may be dismissed from the program at director/and or administrator's discretion.

APPLICATION FORM

YOUTH ELEMENTARY BEFORE & AFTER SCHOOL PROGRAM 2016-2017

Please return to school office with registration fee BEFORE your child attends! (one per family, include all students who will attend)

Program Start Date: _____

Homeroom(s): _____

Check the boxes that apply.

Before School Only

After School Only

Both Programs

Pickup Restrictions

Medical Restrictions

Child's Name	Grade	Male	Female
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Address	City, State, Zip
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Home Phone	Cell Phone
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Guardian/(Step)Mother's Name	Home Phone
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Mother's Employer	Work Phone
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Guardian/(Step)Father's Name	Home Phone
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Father's Employer	Work Phone
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In Case of Emergency Contact:

Name	Home Phone	Work Phone
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Hospital or Physician

The following people **MAY** pick up my child from the Youth Elementary After School Program (other than parent/guardian, including day care center representatives). List day care center's name. **A photo I.D. must be provided to pick up child!**

Name	Relationship	Phone
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Name	Relationship	Phone
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Name	Relationship	Phone
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Additional names may be listed on the back

In custody cases, the following people **MAY NOT** pick up my child from the Youth Elementary After School Programs. (A copy of custodial records must be submitted with this form)

If school dismisses early for any reason, please have my child:

_____ Go home on bus # _____ Ride/walk home with _____ I will pick up

If your child has any special needs due to allergies, diet, medical, etc. please list below. (Use back if more space is needed.)

Students must adhere to the Walton County Public Schools Code of Conduct while attending the Youth Elementary After School Care Program. I, the parent/guardian of the above named student, will assume liability for accidents and injuries incurred during the After School Program. In the event of emergency, I authorize the person(s) in charge to seek immediate medical attention for my child. Students who do not follow rules and procedures as directed by program staff will be referred to the Program Director who will in turn report the incident using a Disciplinary Referral Form. Students who acquire three Disciplinary Referral Forms in a school year will be referred to the Assistant Principal for possible dismissal from the program.

Parent/Guardian Signature _____ **Date** _____

Primary Email Contact (please print very neatly): _____

*****Please sign Acknowledgement Form on back*****

Parental Acknowledgment of Rules and Regulations Y.E.S. Before/After School Programs

Before & After School Rules

I have reviewed the Before/After School Program handbook with my child, including rules and consequences.

Parent's Signature _____ Date _____

Before & After School Payment Policy

I understand the payment policy for the 2016-2017 school year. I am aware that payment is due at the beginning of each week and that if my child's payment is not received the week services were received, a \$5 late fee will be added to the balance. The overdue balance (with \$5 late fee) and the next week's payment must be paid before returning to the program.

I understand that if payment is late 3 times my child may be dismissed from the program.

Parent's Signature _____ Date _____

