



## **Before or After School Enrichment Activities Code of Conduct and Program Policy Form**

Thank you for participating in a before or after school enrichment activity at Alcott. The PTSA has updated our policies and code of conduct and now require that all parents/guardians review and sign these materials. Signed forms are due at the beginning of the first class. These policies are effective immediately and will be enforced accordingly. We hope your student enjoys their program and it enriches their academic experience at Alcott.

### **Registration**

Late registrations will not be accepted. Registration closes three days prior to the start of class. All registration will take place online. Please be sure to read through all program policies and class guidelines before registering your child.

### **Refunds**

Refunds are based on when the cancellation is received. The PTSA will charge a 5% refund fee for cancellation three weeks prior to the class start. This does not include any fees assessed by the after school vendor. This does not apply to cancelled classes due to insufficient class size. After the three week period refunds are done at the discretion of the vendor at the vendor's rate. If approved, a 10% cancellation fee will still be collected by the PTSA.

There are no refunds for missed classes. If the school is closed for any reason, sessions are also cancelled and make ups will be made up if possible.

### **Student Behavior**

All students are held to the "classroom" behavior standards that apply during the school day, as set forth in the school or district behavior handbook or policy available here, <http://alcott.lwsd.org/studentsfamilies/student-handbook>

Students will take responsibility for their own learning.  
Students will respond to instructors in a respectful manner.  
Students will behave in a safe manner in relation to themselves, others, and property.

It is PTSA's hope that any behavior issues can be resolved by parents working in cooperation with instructors. However, in the event that a behavior issue cannot be satisfactorily resolved, the parent may be required to attend the class with their student or to withdraw their student from an enrichment class without refund at the discretion of the PTSA.

**Student Pick up**

Children must be picked up immediately following the end of each class in front of the school. Children will be released only to authorized parents/guardians. If another adult is responsible for picking up your child please note this on the enrollment form. If it becomes necessary for an adult who is not on the form to pick up your child, please send a note with your child to give to the class instructor. Instructors will not release students to cars waiting in the fire or pick up lane. You must park and sign out your child.

**Late Pick up**

Parents or an authorized adult must pick up their children immediately following the end of each class at the front of the school. Our providers are not responsible for the students when the class is over and it becomes a matter of safety for your child, the school and the PTSA to make sure someone remains on the premises until you arrive. If you are late picking up your child you will be charged a \$20 late fee for every 5 minutes you are late and subsequently your child will not be allowed to attend until this fee has been paid. The second time you are late, your child will be removed from the class without refund. No exceptions will be made to this policy so please plan accordingly.

**Before School Drop Off**

The parent, family member, or other responsible adult in charge of dropping your child off is responsible for their child until the chaperone takes attendance in class. You may choose to drop off your child in front of the school; however, neither the school staff nor the PTA is responsible for students until the student signs in for the class.

**Scholarships**

Alcott PTSA has financial need-based scholarships available. To apply contact [afterschool@alcottptsa.org](mailto:afterschool@alcottptsa.org).

**Special Accommodations**

Individuals requiring special accommodations to attend or participate in before or after school enrichment activities are requested to contact [afterschool@alcottptsa.org](mailto:afterschool@alcottptsa.org) in advance to allow for any necessary arrangements.

*All parents who have a child enrolled in a before or after school enrichment activity are required to read and sign this form. By signing this document you understand and agree to follow the outlined code of conduct and policies set forth by the PTSA. Failure to sign and return by your child's first class will result in suspension until completed and without refund. Questions? Please contact [afterschool@alcottptsa.org](mailto:afterschool@alcottptsa.org).*

Parent or Legal Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Enrichment Class Emergency Form

Child's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent's or Guardian's Name(s): \_\_\_\_\_

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

Home Phone #: \_\_\_\_\_

Mother's Work Phone: \_\_\_\_\_

Mother's Cell Phone: \_\_\_\_\_

Father's Work Phone: \_\_\_\_\_

Father's Cell Phone: \_\_\_\_\_

Person(s) authorized to pick up your child /Emergency Contacts

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

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

Student lives with:  Father  Mother  Step-parents  Foster  Legal Guardian  Other Primary

Language:  English  Other (specify): \_\_\_\_\_

Physician's Name/Practice: \_\_\_\_\_

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

Health Insurance provider: \_\_\_\_\_ Phone #: \_\_\_\_\_ Policy #: \_\_\_\_\_

Does your child's enrichment activity program have permission to use photos of your child in educational or promotional materials?  Yes  No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_