



Nelson Resource Center

"Building A Better Community"

2016 - 2017 Afterschool Program Registration Packet

Start Date: September 6, 2016



Available each week Monday - Thursday from 3:30 - 6:00pm

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469 S. Washington St. | Ripley, TN 38063

2016 - 2017 Afterschool Tutoring Program | Registration (1)

The 2016 – 2017 Afterschool Tutoring Program will begin **Tuesday, September 6, 2016**. The program is for students in grades **2nd – 9th** and will run **Monday – Thursday** each week. In order for your child to attend, this registration packet must be signed and turned in to the Nelson Resource Center along with the registration fee of **\$10**, which will cover supplies and other materials.

Student Information

Child's Name _____ Child's Birth Date _____ Age _____

Grade (entering 2016 – 2017) _____ Male _____ Female _____

School (Upcoming school year) _____

Parent/Guardian Information

If there are custody issues involved with your child, you must provide the Program Directors with full court papers indicating who has permission to pick up the child. The program may not deny a parent access to his/her child without proper documentation.

Name _____ Name _____

Address _____ Address _____

Relationship _____ Relationship _____

D.O.B. _____ D.O.B. _____

Phone #1 _____ Phone #1 _____

Phone #2 _____ Phone #2 _____

Work _____ Work _____

Authorized Persons to Pick Up Child

Your child will only be released to a parent/guardian or persons listed in this section.

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

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Fees

A ***\$10 registration fee*** is required for all students to enter the program. This fee guarantees your child a spot in the program and covers items like supplies, print outs, and other material students may need to use related to their schoolwork.

Weekly Fees

1 Child - \$25/week

2 Children - \$40/week

3 or more - \$50/week

Drop-Ins

Drop-ins are welcome for a fee of \$10 per child/per day. (Parents must register students before they can attend as a drop-in)

Important:

- Parents must **register** before students are able to attend the afterschool program. This includes drop-ins as well.
- Parents are responsible for communicating with their child's school about transportation to the center.
- All fees have to be paid before any child can attend the program. Fees are due by Monday each week. (For the upcoming week).

Transportation:

How will your child be transported to the center? (Please choose from the following):

_____ Car rider _____ Bus rider _____ Walker

_____ Other:

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Emergency Contact:

Parents **cannot be listed** as emergency contacts. List the name of at least one person who can be contacted in the event of an emergency or illness **if you cannot be reached**. Any person listed should be able to assist in contacting you. At least one person listed must be able to take responsibility for the child in case the parent/guardian cannot be contacted and should be at least 18 years of age.

Contact#1 _____ Relationship _____

Address _____ Phone _____

Contact#2 _____ Relationship _____

Address _____ Phone _____

Name of Physician/Clinic/Hospital _____

Phone _____

Health

If your child takes medication please notify our staff (send a note) of the details. The Nelson Resource Center staff has the authority to refuse any child that may show signs of any contagious illness. In such cases, the judgment of the staff is final and refusal to come pick up the child will result in dismissal from the program.

If your child had a fever, they must be fever free for 24 hours in order to return to the program. Staff also has the authority to request that you provide a note from your child's doctor stating that the child is able to safely return to the program.

Please explain any allergies or other medical issues that your child may have:

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Code of Conduct

Students are expected to exhibit appropriate behavior at all times.

Students shall:

1. Show respect to participants/staff, and take directions from all staff.
2. Refrain from aggressive behavior and using abusive or foul language.
3. Refrain from causing bodily harm to self, other participants, or staff.
4. Show respect to equipment, supplies, and facilities.

Students who do not conform to these rules risk extended time outs, removal from class into the office, suspension, or dismissal from the program.

Disciplinary Action

The 2016 – 2017 Afterschool Tutoring Program will follow a progressive form of discipline as outlined below, when deemed appropriate:

Written or Verbal Warning: Staff will discuss with the parent/guardian the undesirable conduct and why the action is not appropriate. If the action continues, a meeting will be held with the parent to try and resolve the situation prior to suspension.

Suspension: Staff may temporarily ban a participant from a number of activities, games, practices, facility or programs. (The length of the suspension will be determined by the severity of the action).

Dismissal: If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program, facility or activity may be necessary.

****Refunds will not be given.**

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Please read carefully and respond to the Following Permission Forms

Registration/Weekly Fees:

I understand that my child must be registered before they can officially enter the program and that all fees must be paid by **Monday** of each week before my child can attend the program for that week. In the event that a child shows up and fees have not been paid, a staff member will have to call for someone to pick them up immediately.

Parent/Guardian Signature _____ Date _____

Photograph/Video Consent:

_____ I **give permission** for my child, _____, to be in photographs or videos for use on our website or other media sources.

Parent/Guardian Signature _____ Date _____

_____ I **do not give** permission for my child, _____, to be in photographs or videos for use on our website or other media sources.

Parent/Guardian Signature _____ Date _____