

**WRIGHTSVILLE BEACH PARKS & RECREATION DEPARTMENT
AFTER SCHOOL PROGRAM 2016-2017 ENROLLMENT**

ENROLLMENT DATE:

DATE WITHDRAWN:

Child's Name Last	First	Middle	Nickname	Birth Date
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Street Address	City	Zip Code
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Beach Address	Age	Grade	Weight (Required for North Carolina Child Restraint and Booster Seat Law)
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Check desired program: ____ Five Day ____ Three Day - indicate days (must be the same days each week): __M __Tu __W __Th __F

Child's Parent/Legal Guardian Name	Home Phone	Cell Phone	Alternate Phone
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Street Address	City	Zip Code
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Address where you can be reached while child is in care	City	Zip Code
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Email Address

Child's Parent/Legal Guardian Name	Home Phone	Cell Phone	Alternate Phone
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Street Address	City	Zip Code
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Address where you can be reached while child is in care	City	Zip Code
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Email Address

OTHER THAN YOU, WHO ELSE HAS PERMISSION TO PICK UP YOUR CHILD AND/OR BE CONTACTED IN CASE OF EMERGENCY WHEN PARENT CANNOT BE REACHED?

Name:	Address:	Home Phone:
Relationship:		Cell Phone:
		Alternate:

Name:	Address:	Home Phone:
Relationship:		Cell Phone:
		Alternate:

Name:	Address:	Home Phone:
Relationship:		Cell Phone:
		Alternate:

Name:	Address:	Home Phone:
Relationship:		Cell Phone:
		Alternate:

Name:	Address:	Home Phone:
Relationship:		Cell Phone:
		Alternate:

Who does not have permission to pick up your child? If applicable (A copy of supporting court documents must be on file)

Name:	Reason:
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Child's Health Information

Any special health concerns? If yes, specify:	Any allergies, including drug reactions and/or food allergies? If yes, specify:
Any regular medications? If yes, specify:	Other important information:

Consent to medical care and treatment of minor child(ren)

I give permission that my child(ren), _____, may be given first aid/emergency treatment by the qualified staff at Wrightsville Beach Parks & Recreation.

Parent/Legal Guardian signature	Date	Parent/Legal Guardian signature	Date
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When I cannot be contacted, I authorize and consent to medical, surgical and hospital care, treatment and procedures to be performed for my child by a licensed physician, health care provider, hospital or emergency vehicle attendant when deemed necessary or advisable by the physician or emergency vehicle attendant to safeguard my child's health. I waive my right of informed consent to such treatment. I also give my permission for my child to be transported by emergency vehicle to an emergency center for treatment. I certify under penalty of perjury under the laws of the State of North Carolina that this information is true and correct.

Parent/Legal Guardian signature	Date	Parent/Legal Guardian signature	Date
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Parental Permission/Release

I hereby grant permission for my child, to attend the Wrightsville Beach After School Program, and take part in program activities and outside field trips under the supervision of program staff. I agree to hold harmless the Wrightsville Beach Parks and Recreation Department, the Town of Wrightsville Beach, and its officers and employees, from any and all legal liability to person or property in the event of accident, injury or illness. I have read the Wrightsville Beach Parks & Recreation After School Care Program Policies, Procedures, and General Information, and agree to all terms stated.

Parent/Legal Guardian signature	Date	Parent/Legal Guardian signature	Date
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FOR THE SAFETY OF YOUR CHILD(REN):

1. THE PERSON PICKING UP YOUR CHILD MUST COME INTO THE AFTER SCHOOL ROOM AND SIGN THE SIGN-OUT FORM EACH DAY.
2. IF YOUR CHILD WILL NOT BE ATTENDING AFTER SCHOOL ON A SCHEDULED DAY DUE TO ILLNESS OR OTHER REASONS, YOU MUST CALL THE PARK OFFICE TO NOTIFY US.

PLEASE BE CONSIDERATE OF OUR AFTER SCHOOL COUNSELORS AND FOLLOW THESE SAFETY PROCEDURES.

FEES:

Registration:	\$45 Wrightsville Beach Residents / \$55 Non-Residents
Five Day Program (fee per week):	\$75 Wrightsville Beach Residents / \$94 Non-Residents
Three Day Program (fee per week):	\$48 Wrightsville Beach Residents / \$60 Non-Residents



1 Bob Sanyer Drive, P. O. Box 626
 Wrightsville Beach, NC 28480
 Phone: (910) 256-7925, Fax: (910) 256-7926
 Email: parksandrecreation@towb.org
www.townofwrightsvillebeach.com

Wrightsville Beach Parks & Recreation After School Care Program Policies, Procedures, and General Information

HOURS - The After School Program closes at 6:00 p.m.! Our counselors have other evening commitments, so please be on time. A fee of \$5 for Wrightsville Beach Residents and \$6 for Non-Residents will be due immediately from any parent arriving later than 6:00 p.m. After 6:05 p.m. you will be billed at the rate of \$1.00 per minute. **NO EXCEPTIONS!**

LOCATION - We use the Recreation Center (in Wrightsville Beach Park) for the After School Program.

NUMBER OF CHILDREN/STAFF - No more than 25 children with two or more staff members.

TRANSPORTATION - We transport the children from the school using our department van. For liability reasons, staff is not allowed to transport children in private vehicles. Booster seats are used for children as required by the North Carolina Child Restraint and Booster Seat Law.

REGISTRATION - The registration fee is **\$45 for Wrightsville Beach Residents and \$55 for Non-Residents, and is non-refundable.** When registering, the registration fee and the first three weeks of After School must be paid. To register, complete and return the registration form along with your check for the registration fee and the first three weeks (August 29 - September 16). We cannot "hold" spaces.

FEES - Two options are available:

1. Five Day Program (fee per week) - \$75 Wrightsville Beach Residents/\$94 Non-Residents
2. Three Day Program (fee per week) - \$48 Wrightsville Beach Residents/\$60 Non-Residents

Once school starts, pay fees - **IN ADVANCE** - at the Park Office (before 5:00 p.m.) or put your check in the "drop box" in the After School room (checks ONLY in the drop box). Fees may be paid weekly or monthly (your choice), however, final payment is due prior to June 1. **Fees not paid by 5:00 p.m. on Monday are subject to a \$15 late fee for Wrightsville Beach Residents and a \$20 late fee for Non-Residents per day.** On Tuesdays, late notices will be emailed to the parent.

If fees are still unpaid seven days later, the child is dropped from the program. Registration fees will be applied upon re-enrollment into the program.

Registrations are accepted in the following order:

Returning Children	June 20	Wrightsville Beach Residents
	July 5	Non-Residents

New Children	June 20	Wrightsville Beach Residents
	July 11	Non-Residents

SICK CHILDREN - HOLIDAYS - TEACHER WORKDAYS - FIELD TRIPS

- Children too sick to go to school or leaving school early due to illness may not attend our program that day.
- Fees are due even if your child is absent.
- **We do not have After School on school holidays, teacher workdays, or early release days.** No fees are charged for those days.
- Approximately once a month we plan a special activity or field trip. You will receive notice from the After School Director well in advance.

DISCIPLINE POLICY: Up to 25 children are enrolled in our After School Program. These children are between the ages of 5-11. The format of our program does NOT allow us to separate children by age. We DO try to schedule enough different activities each day so that ALL children will enjoy themselves.

It is very important for children in our program to respect the limits of acceptable behavior. Our goal of discipline is to help the children understand what boundaries exist and to respect them. It is crucial for the staff to be fair and consistent in implementing disciplinary procedures.

Minor Unacceptable Behavior - Minor unacceptable behavior includes, but is not limited to: Not listening to the staff, talking when inappropriate, failure to clean up any supplies or equipment the child has used, and being disrespectful to peers.

Such behavior is handled through the "time-out" method. The staff will write up an incident report and also talk with the child and the parents regarding the behavior. Staff will also have parent read and sign incident reports. If no improvement in behavior is noted and the child receives 2 more incident reports, he/she will be suspended from the program for a period of three days. Upon a second occurrence, the child will be suspended for one week. Upon a third occurrence, the child will be permanently suspended from the program. Any pre-paid fees will be refunded, less a pro-rated amount for days already attended and less a 40% administration fee.

Serious Unacceptable Behavior - Serious unacceptable behavior is when the child completely disrupts the program and is totally uncontrollable. This includes, but is not limited to: vulgar language or actions, fighting, rough-housing, leaving the building or activity site without permission, leaving the group while on field trips, and being repeatedly disrespectful to the staff.

On the first instance of serious unacceptable behavior, the child will be sent to the Park Office. The child will then be suspended from the program for a period of one week, effective immediately. In addition, a conference is set up with the parents, the After School Director, and the Program Supervisor. This conference must be held before the child is allowed to return to the After School Program. On the second instance of serious unacceptable behavior, the child will be permanently suspended from the program, effective immediately. Any pre-paid fees will be refunded, less a pro-rated fee for days already attended, and less a 40% administrative fee. In addition, the child will no longer be eligible for participation in other programs offered by the Wrightsville Beach Parks and Recreation Department.

WITHDRAWAL FROM AFTER SCHOOL PROGRAM: Withdrawal from the After School Program requires notification in writing or by telephone at least two weeks in advance. If you withdraw your child without notification, tuition fees will continue to accrue until notification is received.

SUBMITTAL OF FALSE OR INCOMPLETE INFORMATION: I hereby state that the information submitted by me on this form is accurate and complete. I understand that submitting this form with false or incomplete information may result in my child no longer being permitted to attend this program.

REFUND POLICY: Registration fee is non-refundable. All requests for withdrawal from the program and refund of monthly fees must be made in writing. **Prior to start of school year** - if refund request is made two weeks prior to the first day of school, a full refund of tuition fees paid less a \$15.00 administrative fee will be made. If request is made less than two weeks prior to the first day of school, 20% will be retained as an administrative cost.

Once the school year has begun - At least two weeks' advance notice is required in writing to receive a refund of any remaining fees paid beyond the two weeks. The registration fee is non-refundable.

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