

# After School Kids 2009-10

Supervised before and after school care for K-5  
Children enrolled at La Center Elementary.

- Field Trips



- Homework Assistance
- Crafts
- Community Service
- Seasonal Activities

Morning Session: 7-8:25 am  
After School: 2:55-6 pm  
Every day that school is open

Register Early for 2009-2010  
Call

Teresa Gannon, 263-4275 ext **317**  
Jill Van Dinter, 263-4275 ext 317  
Sessions begin September 2, 2009

# Student Conduct Expectations (ASK Program)

Our main objective is to help develop students who are respectful, self-disciplined young people.

## Inappropriate Behavior

1. Destructive to school or another child's property
2. Disrespectful to authority
3. Discourteous and rude
4. Hitting, fighting or threatening someone else
5. Not following instructions
6. Using inappropriate language or talk
7. Annoying to other students
8. Leaving the program without permission
9. Spitting
10. Bringing dangerous items into the program

## Consequences

1. Verbal warning
2. Removal from the situation, sit at desk or on a bench if at recess
3. Loss of recess or loss of the right to have free time
4. Incident report sent home and put in the child's file

Consequences will be appropriate for the behavior problem. If a child continues to behave in an inappropriate manner after using these steps, we will have to remove the child from the ASK Program and you will be asked to find other before/after school care.

## ASK Program

# **PAYMENT:**

All fees will be paid by the week. Notices will be put in your child's folder on Monday and payment is due on Friday. If payments are not received by Friday a late charge of \$10.00 will be added to the tuition billing, unless prior arrangements have been made with ASK Director, Jill VanDinter. There will be a \$1.00 per minute overtime charge for children not picked up by 6:00 PM. This charge will be paid at the time you pick up your child. If your child is not picked up 30 minutes after the programs ending time, and we have been unable to contact the parent or an authorized emergency person, or you have not contacted us, Children's Protective Services will be contacted to pick up your child. Please be sure emergency contact names and phone numbers are up to date.

ASK Program

Must Have:

Sack lunch/drink for early release days. There is a refrigerator in the room.  
Afternoon snack

If lunches and snacks are not provided from home, there will be a charge added to your bill if it has to be provided by us. Each snack will be \$2.00 and lunches will be \$4.00.

I have read and agree to the above.

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Parent Signature

Date

LA CENTER ASK PROGRAM  
P.O. BOX 1840/700 East 4th St  
La Center, WA 98629  
Registration

Date: \_\_\_\_\_ Returning Student: Yes\_\_\_ No\_\_\_ School Entry Date: \_\_\_\_\_

Student Last Name \_\_\_\_\_ First\_\_\_\_\_ Middle\_\_\_\_\_

Birth Date\_\_\_\_\_ Grade Level\_\_\_\_\_ Student's Teacher\_\_\_\_\_

Sex \_\_ Parent/.Guardian Home Phone \_\_\_\_\_

Ethnic Origin: A- Asian B-Black H-Hispanic I-American Indian W-White

Lives With: (1) Both parents (2) Mother only (3) Father only (5) Agency  
(6) Guardian (7) Mother/stepfather (8) Father/stepmother  
(9) Grandparent

Parent/Guardian #1  
Last Name \_\_\_\_\_ First Name\_\_\_\_\_

Parent/Guardian #2  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Dad's Work ph. # \_\_\_\_\_ Mom's Work ph. # \_\_\_\_\_

Dad's Pager/Cell ph \_\_\_\_\_ Mom's Pager/Cell ph \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Street Address ( if different ) \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Relationship\_\_\_\_\_

Emergency Contact Person #2 \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Has student been enrolled in a special class?  
\_\_\_Resource Room \_\_\_Tutorial Reading \_\_\_Tutorial Math \_\_\_Speech \_\_\_Other

Medical Concerns\_\_\_\_\_Medications\_\_\_\_\_

Food Allergies\_\_\_\_\_

Child may be picked up by the following adults/relationship\_\_\_\_\_

\_\_\_\_\_

Days child will attend\_\_\_\_\_ Times child will attend\_\_\_\_\_

I understand that I am voluntarily engaging in activities offered by La Center ASK program and in so doing assume all risk o injury, illness, damage, or loss that may be associated with such activity.

\_\_\_\_\_  
Signature Date Relationship to child

## La Center ASK Program

Welcome to our program. We are looking forward to providing after-school activities to your child and working with your family this coming year. The ASK program is for grades K-5. Older brothers/sisters are not allowed even on a drop-in basis.

### **HOURS:**

The hours are 7:00 am until the start of school and then 3:00-6:00 PM. When the start of school is delayed or released early due to inclement weather or emergencies the ASK program will not be available. **Parents must make alternate plans.**

### **FEES:**

Our fees are \$2.50/hr for the first child, \$2.00/hr for second child and \$1.75/hr for three or more. We bill on the half hour. This means if your child is in attendance any time during a half hour period you will be charged \$1.25. A \$15.00 non-refundable registration/supply fee is payable when a child is enrolled. You must fill out a new enrollment form yearly. If you will not need the program for a few weeks, please let us know, and we will hold your spot if at all possible.

### **PAYMENT:**

**All fees will be paid by the week.** Notices will be placed in your child's folder on Monday and payment is due on Friday. If payment is not received by Friday a **late charge of \$10.00** will be added to the bill unless prior arrangements have been made with the ASK Director. There will be a \$1.00 per minute overtime charge for children not picked up by 6:00 PM. This charge will be paid at the time you pick up your child. If your child is not picked up 30 minutes after the programs ending time, and we have been unable to contact the parent or an authorized emergency person, or you have not contacted us, Children's Protective Services will be contacted to pick up your child. Please be sure emergency contact names and phone numbers are up to date. If your child leaves the program and your final bill is not paid within 30 days it will be turned over to a **collection agency** where they will add their fee to your final bill and it will go on your credit report.

### **SIGN IN/SIGN OUT PROCEDURES:**

Parents are required to sign the child into and out of the program. Occasionally parents may authorize someone other than themselves to sign their child(ren) in or out. Make certain all persons who pick up your child(ren) are on the authorization form and have **picture ID** to show staff.

### **DISCIPLINE:**

While we must set behavior limits, we intend those limits to benefit the child rather than make things convenient for adults. We cannot allow children to injure themselves, others, destroy property, or be disrespectful to others. When this happens parents will be notified and a conference will be arranged. We reserve the right to refuse service to children who break established guidelines and limits and to children who disregard the safety of the staff and other children in this program. This program is a privilege to attend.

I have read the above guidelines and agree to these conditions.

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Parent signature

Date

## FIELD TRIP PERMISSION SLIP

### La Center ASK Program

\_\_\_\_\_ has my permission to visit . . . .  
(student's first and last name)

- La Center Library
- La Center Park
- La Center Wet Lands
- La Center Police Station
- La Center Fire Station
- Any place within walking distance from La Center Elementary

As parents, we fully understand the added responsibility of students participating in additional activities and we will not hold the district or the ASK program responsible for added liability.

Please note: La Center School District ASK staff cannot be responsible for the safe keeping of all personal items brought by students on field trips. As personal valuables can be lost or stolen, please monitor what items your student may be taking on these trips.

\_\_\_\_\_ signature of parent or guardian

\_\_\_\_\_ date