



**Northern Bedford County School District**

**Student Information:**

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Grade: \_\_\_\_\_ School: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Parent/Guardian Information:**

**Parent/Guardian # 1 Name:** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address (leave blank if same as above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Parent/Guardian # 2 Name:** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address (leave blank if same as above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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Are there any custody issues? \_\_\_\_\_ If so, describe briefly:

Please list at least TWO persons who may be contacted in case of an emergency and are typically available between 3 p.m. – 6 p.m.

1. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship \_\_\_\_\_
2. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship \_\_\_\_\_

Is your child receiving any special educational services during the school day? Check all that apply.

Return completed form to: Karen McKnight, After 3 Coordinator  
[kmcknight@nbcasd.org](mailto:kmcknight@nbcasd.org) / 814-766-47561

\_\_\_ Reading                      \_\_\_ Learning Support                      \_\_\_ Math  
\_\_\_ Gifted Support              \_\_\_ Emotional Support                      \_\_\_ Other (Specify)\_\_\_\_\_

Does your child have any physical limitations and/or food or other allergies? (Circle) Yes No. If yes, please explain \_\_\_\_\_

Is your child taking any medications? \_\_\_ Yes \_\_\_ No. If yes, please list the medication \_\_\_\_\_

*Medications will need to be administered before the school nurse leaves for the day. If medications need to be administered after the school nurse has gone, the parent will need to make arrangements to administer the medication.*

By signing this form, you give permission to the Bedford County After 3 staff to call or obtain the services of a physician or hospital for medical or surgical services for your child should an emergency arise. A conscientious effort will be made to locate the parent/guardian before any action is taken. Preferred  
**Physician's name** \_\_\_\_\_ **Phone** \_\_\_\_\_

Does your child have an Aide assigned to him/her? \_\_\_ Yes \_\_\_ No  
Does your child have a TSS assigned to him/her? \_\_\_ Yes \_\_\_ No

*Please note: If your child has a TSS in school, he/she will need the TSS to attend the After 3 program.*

Which days of the week will your child attend?                      **Circle:** M    Tu    W    Th

***\*How will your child get home from the program?***

Bus     Walk     Will pick up     Drive     Other (describe): \_\_\_\_\_

***\*Indicate Time: What time will your student be departing the program:*** \_\_\_\_\_

1. \_\_\_\_\_ 2. \_\_\_\_\_

Persons who may NOT pick up your child \_\_\_\_\_  
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By signing below, I agree to register my child in the Everett HS/MS After 3 Program and further agree to the Program Information/Rules attached to this enrollment form.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date



***The Bedford County After School and After 3 programs are provided through a grant from the Pennsylvania Department of Education 21<sup>st</sup> Century Community Learning Centers programs.***

Return completed form to: Karen McKnight, After 3 Coordinator  
[kmcknight@nbcasd.org](mailto:kmcknight@nbcasd.org) / 814-766-47562

## Bedford County 21<sup>st</sup> Century Community Learning Centers 2019-2020 PROGRAM INFORMATION/RULES

Welcome to the After School (grades 1-5) and/or the After3 program (6-12). An After School program is located in an elementary school building in each school district and the charter school in Bedford County. These centers are: Bedford Middle School, Chestnut Ridge Middle School, Everett Elementary, Hope for Hyndman Charter School, Northern Bedford Elementary School and Tussey Mountain Elementary. Likewise, an After3 program is located in a secondary building in each school district and the charter school. These centers are: Bedford Middle School, Chestnut Ridge High School, Everett High School, Hope for Hyndman Charter School, Northern Bedford High School and Tussey Mountain High School. The program operates on Monday, Tuesday, Wednesday, and Thursday from 3 p.m. to 6 p.m. on regular school days for a minimum of 36 weeks. The Site Coordinator's name and contact number is located on the invitation to enroll letter you received with your enrollment form. Please call the contact number if you wish to talk with the Site Coordinator or to establish an appointment. The program will provide an environment for your child that is safe, where he/she can learn and have fun.

Please carefully review these program rules and keep the attached copy for future reference.

1. **All school rules apply to the after school program.** All rules as outlined in the students' handbook will apply to after school events and activities.
2. **All school bus rules apply to the after school program.** All bus rules as outlined in the students' handbook apply to transportation home and any field trips sponsored by the program.
3. **Any changes in transportation arrangements must be made in writing** from the parent and presented to the after-school program facilitator as soon as the student arrives that day.
4. Parents should contact the Site Coordinator for a new enrollment form if information changes after the student has been enrolled. Emergency contact changes, phone number changes, who may or may not pick up a child, etc. are critical information.
5. **The program will follow the school's schedule.** If there is no school that day, there will be no program. If there is an early dismissal, there will be no program and students will ride their regular bus transportation home at the early dismissal time.
6. Students will be dismissed to approved transportation home from the program in front of the school promptly at 6 p.m. (this includes parent pick-ups).
7. Students will be dropped off at their regularly scheduled and/or assigned stop by school district supplied transportation.
8. All students must report to the library/cafeteria or other designated area promptly following the regular school day dismissal.
9. Discipline infractions will be referred to the site coordinator and can result in immediate removal from the program.
10. Parents and/or students must sign the district's Internet usage policy and follow the district's Internet usage policy. Infractions of the Internet usage policy can result in suspension of Internet access and other discipline measures as outlined in the district policy.
11. **Before a child can stay after school for the program, the parent/guardian must receive a confirmation notice of enrollment stating the starting day for that child's participation.**
12. Regular attendance is strongly encouraged. If your child wants to attend the program on a day he/she is not scheduled to attend, he/she may do so by bringing a note from you and giving it to his/her homeroom or classroom teacher when he/she arrived that morning. Children who are not scheduled to attend the after school program either through their original registration form or through a note from home may not stay after school for the program.
13. If a child is registered to attend on a given day and is not able to attend, a parent/guardian must send a note to school with the child and that note must be given to his/her

- homeroom or classroom teacher when he/she arrives in the morning. Otherwise the child will be expected to stay after school.
14. To ensure children's safety, if a parent/guardian or other adult picks up their child, he/she must sign him/her out. Children will be released only to those persons listed on the child's registration form.
  15. Parents who have students in Kindergarten and First Grade participating in the program will be required to pick their students up at the bus stop at the end of programming.
  16. The after school program staff will apply minor first aid to a child (i.e. band aids, icepacks) but cannot dispense oral medications. Staff will contact parents/guardians if first aid is necessary.
  17. Parents give permission for after school staff to have access to school-day records, including, but not limited to health, academic, attendance, etc., with the understanding that this information will be kept confidential.
  18. Parents give permission for photographs, video and the full name of their child to be used to publicize the after school program including, but not limited to in local newspapers and the site's website.
  19. Based on limited grant funding and staffing, we have capped enrollment at this site. If we find that enrollment is projected to exceed that cap, we may need to place some students on a waiting list based on the following factors:
    - Ability to attend the program frequently. Students who attend more days will have priority over those who attend fewer days. Attendance will be monitored and those students who consistently fail to attend as often as their registration form indicated may be dropped from the program if an equally qualified candidate is on a waiting list.
    - Previous enrollment – students who attended the program in past years will have priority over new enrollees.
    - Enrollment date – students who sign up earlier and have equal attendance will have priority over students who enroll later in the year.
    - Academic risk – students who have academic need, attend a higher number of days per week and who enroll earlier will have priority over students who are not considered academically at risk.
  20. By signing this form, you are giving permission for your child to be tested or to respond to surveys, which provides data to help your child in the program and/or to be used in the evaluation of the program.
  21. It is a grant requirement that students participating in this program must work to become proficient on the state standards in reading and math. This will generally take place during the academic hour. During the academic hour, students are also helped with homework. All of the assigned homework may or may not be completed in the allotted time. We recommend that you discuss with your child whether he or she has additional homework to complete each night.
  22. As a grant requirement, all students may be expected to participate in a physical activity period. Students should be prepared to be appropriately dressed for this activity. If a student is unable to participate in physical activities, he/she should bring a note from home asking to be excused or asking that the activity be modified for him/her.
  23. Throughout the year, the program has four Open Houses and three parent engagement nights that parents/families to which parents/families will be invited. Look for notice of these times.
  24. Each After School and After3 site has an Emergency Readiness Plan. Each month at least one drill from the plan is practiced by the students.
  25. If you have concerns or ideas for the program or would like to visit the program, please contact your child's Site Coordinator for discussion.

These policies are in line with the terms of our grant contract with the State of Pennsylvania and with national studies that show students who attend an after school program more regularly gain the most benefit from the program. If your child is placed on a waiting list, we will inform you as soon as an opening becomes available to ask if you are still interested in having your child attend.