



Student Information:

Student's Name: _____ Date of Birth: _____

Grade: _____ Homeroom Teacher: _____

Mailing Address: _____

Physical Address: _____

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: _____

Are there any custody issues? _____ If so, describe briefly in an attached note.

Please list at least TWO persons (in addition to the guardian(s) 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 _____

Student Information:

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

Reading Learning Support Math
 Gifted Support Emotional Support Other (Specify) _____

Bedford County After 3 Enrollment Form

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 _____

By signing below, I agree to register my child in the _____ After 3 Program and further agree to the Program Information/Rules.

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 21st Century Community Learning Centers.

PROGRAM INFORMATION/RULES

Please carefully review these program rules and return the signed Acknowledgement Form with your enrollment form.

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 coordinator 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. 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.
16. 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.
17. 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.
18. 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:

Bedford County After 3 Enrollment Form

- 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.
19. 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.
 20. 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.
 21. 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.
 22. Throughout the year, students may be required to enroll in online learning application. Parents should contact the site coordinator if you do not want your child to participate in online learning.
 23. Throughout the year, the program has four Open Houses and other 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.
- 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.

**ACKNOWLEDGEMENT OF
PROGRAM INFORMATION/RULES**

These policies are in line with the terms of our grant contract with the Pennsylvania Department of Education, which provides funding for this program, 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.

I agree to register my child in the Tussey Mountain School District After 3 Program and further agree to the Program Information/Rules.

Signature of Parent or Guardian

Date

Please sign this page and return with your enrollment form to:

After 3 Program
Tussey Mountain School District
199 Front Street
Saxton, PA



Rules and Expectations -- What PRIDE looks like in the After3 Program:

<p>P- Present</p>	<ul style="list-style-type: none"> • Attend Programming on the days you signed up for. If your schedule changes, inform the programming coordinator. • Bring your homework to programming and any other materials that you will need. • Participate in the activities. • Use the restroom before snack, before homework time, or before the enrichment activity. • Programming coordinator will dismiss you for the buses.
<p>R- Respectful</p>	<ul style="list-style-type: none"> • Refrain from using foul or hurtful language with your peers and adults. • Respect equipment and items of the program. The supplies are here for you to use, but put them away when finished. • Keep hands to yourself. • Raise your hand when having a question/comment. • Remain quiet when others are speaking, and during homework time. • Leave the programming space (rooms, office and cafeteria) as you found it – throw away garbage and put supplies away.
<p>I- Integrity</p>	<ul style="list-style-type: none"> • Cell phones and other personal electronic entertainment devices are not permitted during programming. They will be confiscated and picked up by a parent/guardian, if seen. • Take pride in your work. Put forth your best effort in all programming activities. • Be honest.
<p>D- Decisive</p>	<ul style="list-style-type: none"> • Pay attention to the instructors, presenters, and your peers when they are talking • Actively engage in your learning experience. • If you have any changes in your personal information (phone number; address; etc.) – let your programming coordinator know. • Students who are being picked up, must check out with the staff member who has the clip board.
<p>E- Effort</p>	<ul style="list-style-type: none"> • Try your best. • Show cooperation with others. • Lead by example. • Ask for help, when necessary. • Follow directions the first time they are given.