



ASES After-School Program Community Outreach Academy

Parent Agreement Form

Please read the following information carefully. You will need to initial after each item, indicating that you understand and agree to the information provided. Sign the bottom of the page.

Basic Information and Guidelines

1. **Enrollment:** ASES After-School Program is available to all who would like to participate. It is no-cost to the parent or student. Due to the limited number of enrollment spaces, adherence to all of the policies and guidelines are mandatory. This program is a privilege to students and parents. Both students and parents are expected to comply with the rules and guidelines of the program.

Initial ____

2. **Attendance:** Students are expected to attend ASES After-School Program every day of operation and participate in the full program day. The program operates for approximately 3 hours 5 hours on Friday. The program ends promptly at 6:00 PM each day. If a student is absent from the program, parents are expected to communicate, written or verbally, to the program staff. Regular attendance is required. An accumulation of 3 unexcused absences in a trimester, can be considered excessive and a student's enrollment may be revoked. Students may only attend ASES After-School program when they have attended the regular school day. Students are encouraged to attend the program until the closing of the program each day. In the event students need to leave early from the program, an early code must be used while signing out.

Initial ____

3. **Pick-Up:** Students participating in ASES After-School Program must be signed out daily by a parent/guardian or a parent/guardian appointed designee. Parents/ Guardians or appointed designee who fail to sign their students out 3 or more times will possibly be dropped. The person picking up the student must be 18 years of age or older and listed as a designee on the student's emergency card. Students must be picked up promptly at the end of the program each day. Students enrolled in the program should be picked up between 5:30 PM and 6:00 PM each day. Students picked up after 6:00 PM will receive a late pick-up notice. If a student receives a fourth notice, the student will be dismissed from the program. ASES After-School Program staff will contact the parent/guardian and individuals designated as emergency contacts. If after 30 minutes from the end of program there is no contact made between the staff and

parent/guardian, Child Protective Services and/or Law Enforcement will be notified.

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4. Discipline: Participation in ASES After School Program is a privilege. All students must follow school rules, as well as any additional policies of the after-school program. **Disruptive or disrespectful behavior toward other students or staff is a reason for immediate dismissal.** Students who are not following the school rules will receive up to two (2) written warnings (write-up). In receipt of the third write-up, the student will be dismissed from the program. Community Outreach Academy and ASES After-School Program has a zero tolerance for violence against other students or staff. Parents/Guardians will be notified for any behavior intervention that occurs between student(s) and staff members. Parents/Guardians are encouraged to discuss concerns about your child's behavior with the After-School Supervisor. Parents are expected to enforce the program's policies with their children. Parents are also expected to behave appropriately while at ASES as parent behavior also impacts children being released from the program. **THE FOLLOWING WILL NOT BE TOLERATED: VIOLENCE, DRUGS, RACIAL SLURS, SEXUAL HARASSMENT, INAPPROPRIATE TOUCHING OR PERSONAL PUT-DOWNS TOWARD OTHERS. IF ANY OF THESE INCIDENTS OCCUR, DISCIPLINARY ACTION WILL BE TAKEN IMMEDIATELY AND COULD RESULT IN TERMINATION FROM THE PROGRAM.**

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5. Parent Support/Homework Assistance: Parents/Guardians are important partners in the success of the ASES After-School Program. Parents are encouraged to participate in any volunteer opportunities that help support the program and student success. Homework is an assisted part of our program day. Students are expected to complete homework assignments, but it is not guaranteed. Students are required to participate in the full day of the ASES After-School Program; this includes enrichment and recreation activities. If you have any questions regarding this matter, please contact the Site Supervisor.

Initial _____

6. Early Release Policy: If you would like your child to be released early from the program, please complete an early release form located in the registration packet. Early release reasons are listed on the sign out page for the day.

Initial _____

I have read and understand all of the information above. I agree to adhere to all of the policies and guidelines of the ASES After-School Program and help my child understand and follow the guidelines.

Student Name: _____ **Grade:** _____

Signature: _____ **Date:** _____