

Dear Parent or Guardian,

Welcome back and we have wonderful news! Mount Savage Middle School and Westmar Middle School will be continuing our Public School Enrichment Opportunities Grant (PSOEG): Full STEAM Ahead with ACCESS after school programming for students during the 2018-19 school year.

The forms in the registration/enrollment packet include a registration form, field trip permission form, and a photo/media release form. These forms must be completed before your child is enrolled into the program. The after-school program will begin on **October 1st** and will typically be occurring 3 days a week on school days, **Monday, Tuesday, and Wednesday** for 3 hours after school as funding availability permits. Additionally, some field trip opportunities will occur on designated Thursday's.

Sessions will include a hot meal provided by HRDC, academic time, enrichment time, homework/study assistance, and outdoor physical activity.

District transportation is provided to specified locations for those students enrolled in the program. The drop-off site for Mt Savage is Mountain Ridge High School and for Westmar the drop off sites are George's Creek and Westernport.

Our program is also fortunate to have many partners who play an integral role in our after school program. Partnerships with families, community organizations and business leaders are a foundation for student and school success, and the after school program has the support of an actively engaged community. These partners include: Allegheny College of Maryland, Cumberland YMCA, Evergreen Heritage Center, Frostburg State University, Maryland Department of Natural Resources, and University of Maryland Extension Office to name a few.

At the beginning of each month, a calendar will be sent home marked with important dates and activities to keep you up-to-date and informed at all times. We encourage parents to participate in our activities whenever possible. Also you can see the calendar on the After School Program website which you can subscribe to. (<http://www.acpsmd.org/pseog>)

Please complete this application and return it to the after-school program coordinator at your school, listed below, by **September 21, 2018** to be considered.

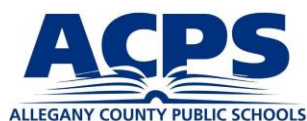
Mr. Ronald Hartman, Mount Savage Middle School

Ms. Amy Duncan, Westmar Middle School

I invite you to enroll your child into the after school program. If you have any questions or concerns, please contact Eric VanSlyke at 301-759-2405 or at [eric.vanslyke@acpsmd.org](mailto:eric.vanslyke@acpsmd.org). We look forward to working with you this year!

A handwritten signature in dark ink, appearing to read "Eric VanSlyke", is written over a light blue horizontal line.

Eric VanSlyke, After School Director



## After School Program 2018-2019 REGISTRATION FORM

Please read and fill out the enrollment packet material in its entirety. Packet includes Application, Field Trip Permission, Photo/Media Release, and Parent Survey. Please print. Failure to complete this packet in its entirety will delay your child's enrollment in the Afterschool Program. (**Note: Parents should keep the Program Information/Rules information sheet - last page of the packet.**)

### **Student Information:**

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_ School \_\_\_\_\_ Date of Birth \_\_\_\_\_

Mailing Address \_\_\_\_\_

Physical Address (if different) \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_

Your child may attend the program three days a week and will gain the most benefit the more often he/she attends the program. Which days of the week will your child attend?

**Circle:      M      Tu      W**

### **Parent/Guardian Information:**

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

Home Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Best way to contact you? (Circle one)      Home phone      Alt phone      Cell phone

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

Home Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Best way to contact you? (Circle one)      Home phone      Alt phone      Cell phone

Please list at least TWO persons (in addition to the guardian(s) who may be contacted in case of an emergency.

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

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

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?(Circle)      Yes      No

If yes, please list the medication \_\_\_\_\_

How will your child get home from the program?

☐ Walk    ☐ Will pick up    ☐ Bus\*\* Which bus stop for drop off? \_\_\_\_\_

(Mt Savage bus stop is Mountain Ridge)  
(Westmar bus stop is George's Creek or Westernport)  
(Additional bus stops may be added based on enrollment and necessity)

If pickup, list the people who have permission to transport your child (May be asked to show identification) and their relationship to your child. Students will NOT be released to minors unless they are immediate family and listed below.

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

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

Persons who may NOT pick up your child \_\_\_\_\_

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

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I agree to register my child in the After School Program and I have read and agree to the "Program Information/Rules" handout.

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

\_\_\_\_\_  
Date

### **Photo/Media Release**

Throughout the year, students are photographed and videotaped at events and activities. Such photographs, videos, and other illustrating material may be used in newsletters or publications produced by Allegany County Public Schools' programs, slide presentations, videos and other forms of communications and marketing. This form allows you as a parent/guardian to choose whether your child may be in video, photograph or other illustration used by the ACPS programs. Please note that Allegany County Public Schools will never use student images for financial gain.

Please check one:

\_\_\_\_\_ I hereby consent and authorize ACPS to receive, reproduce, and use any and all photographs produced of my child. I further understand that any reproduction(s) will be distributed as widely as possible and that portions may be used for advertising and promotional purposes.

\_\_\_\_\_ I do not consent to my child being included in any photography/video. I understand that he/she will be included in all program activities but will not be included in any group or class photographs/videos with any of his/her class or activity.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### **Field Trip Permission Form**

Trips are planned for the 2018-2019 After School program. These field trips supplement and enhance the curriculum of Allegany County Public Schools' program. At various times throughout the year, students go off site to a specific venue (i.e. Rocky Gap, Evergreen Heritage Center, Frostburg State), which requires transportation (transportation is provided). You will be notified in advance of any field trips and will be provided with specific itinerary and venue information. If, for any reason, you do not want your child to participate in a field trip, you must notify your child's site leader in writing prior to the trip. If your child is excused from the field trip, you will be responsible for your child on that day. Reasonable precaution will be exercised to ensure the safety and welfare of your child. However, Allegany County Public Schools, Mount Savage Middle School and Westmar Middle School shall not be responsible, either financially nor any other respect, should an accident occur.

Please sign this form authorizing your child's participation in field trips for the coming school year.

**I hereby give permission for my child to participate in ACPS after school program sponsored field trips.**

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

I also grant permission for my child to receive emergency medical treatment while on a field trip and/or to be hospitalized if necessary. It is understood that every attempt will be made to contact me or the person listed below before taking this action.

Home Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_

If I cannot be reached, please call: \_\_\_\_\_

Relation to student: \_\_\_\_\_

Phone Number to reach emergency contact person: \_\_\_\_\_

## PROGRAM INFORMATION/RULES

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 student's' 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. The program will follow the school's schedule. If schools are dismissed early, the after school program is cancelled.
5. Students will be dismissed in front of the school. To ensure children's safety, if a parent/guardian or other adult picks up their child, he/she must sign him/her out. Students will be released only to those persons listed on the child's registration form.
6. In the event of an emergency, please contact the site leader directly. **If your child is not picked up from Mount Savage by 5:45 p.m. or Westmar by 6:15 p.m. and prior notification and/or arrangements have not been made with the site leader or program coordinator, we reserve the right to notify police.**
7. Students will be dropped off at designated locations by school buses. On the registration form, please identify if you wish to be considered for busing.
8. All students must report to their assigned classroom promptly following the regular school day dismissal.
9. Discipline infractions will be referred to the site leader and/or program coordinator and can result in immediate removal from the program. Serious disciplinary infractions may be handled by school administration.
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 disciplinary measures as outlined in the district policy.
11. Before a child can stay after school for the program, a parent/guardian must receive a confirmation notice of enrollment stating the starting day for that child's participation.
12. Regular attendance is required. 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 the school site leader. Mt Savage: Mr. Hartman, Westmar: Amy Duncan. Otherwise the child will be expected to stay after school. Parent or guardians will be notified if a child does not stay for the after school program.
13. The after school program staff will apply minor first aid to a child (i.e. bandaids, ice packs) but cannot dispense oral medications. Staff will contact parents/guardians if first aid is necessary.
14. Parents give permission (indicated by signing the Photo/Media release form) for photographs and video 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.
15. Based on limited grant funding and staffing, we have capped enrollment at both sites. 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 three days or more per week may be dismissed 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.
16. We expect that students participating in this program must work to become proficient on the state assessments in reading, math, and science. This will generally take place during the academic hour. Students will also receive 30 minutes of homework assistance. All assigned homework may or may not be completed in the allotted time. We strongly encourage you to discuss with your child whether he or she has additional homework to complete.
17. As a requirement, all students will be expected to participate in a 30-minute physical activity period. Students should be prepared to be appropriately dressed for this activity as it may be outdoors.

The Board of Education of Allegany County does not discriminate on the basis of gender, age, national origin, race, or disability in matters affecting participation in this project or the provision of service, programs, or activities in compliance with the Improving America's Schools Act of 1994, Section 427.

