

Werner Elementary School, Poudre School District

2012 Expanded Enrichment Spring Enrollment Form

Expanded Enrichment Class (with day and AM/PM): _____

STUDENT INFORMATION

Last: _____ First: _____ M/I: _____

Age: ____ Gender: ____ Special Needs: _____

Student's Grade and Teacher's Name: _____

PARENT OR GUARDIAN INFORMATION

Last: _____ First: _____ M/I: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: (____) _____ - _____ Alternate Phone: (____) _____ - _____

EMERGENCY CONTACT #1

Last: _____ First: _____ M/I: _____

Phone: (____) _____ - _____ Alternate Phone: (____) _____ - _____

Relationship with Child: _____

EMERGENCY CONTACT #2

Last: _____ First: _____ M/I: _____

Phone: (____) _____ - _____ Alternate Phone: (____) _____ - _____

Relationship with Child: _____

EMERGENCY MEDICAL

Child's Physician _____ Phone _____

Insurance Provider _____ Policy # _____

Child's Dentist _____ Phone _____

List allergies and intolerance to food, medications or other substances _____

Action to be taken _____

AUTHORIZATION FOR EMERGENCY MEDICAL CARE

If I cannot be contacted in an emergency situation, I authorize the Werner Expanded Enrichment staff to obtain emergency treatment for my child.

Signature of Parent or Guardian _____ Date _____

HOLD HARMLESS AGREEMENT

I _____ (Please print name), the parents/guardian of _____ (Please print name) agree to release and hold harmless Werner Expanded Enrichment and its employees, from any accident or harm that may occur.

Signature of Parent or Guardian _____ Date _____

Parent or Legal Guardian Name (print): _____

Werner Elementary School, Poudre School District

February 2, 2012

Dear Parents,

Welcome to the Werner Expanded Enrichment program! We look forward to having your child in class. As we prepare for classes to start, we would like to give you some contact information and have you fill out and return the attached forms with your registration.

In order to ensure that students are not just learning, but also getting to and from class efficiently and safely, we will be taking attendance at the beginning of each class. If your student will not be attending, please notify the instructor beforehand with a note, or leave a message for Ann Zollman via the front office at 488-5554. That way, we can make sure students are where they need to be before and after school.

Likewise, after class in the afternoon we need to know how your child will be getting home. Attached is a form to let us know how to release your child. If your child is walking home or riding a bike, the teachers will release them from the class at 4:30 p.m. They will be dismissed from the front entryway. If you want to meet your child for pickup you can come to the front entryway for pick up. If you don't come to pick up your child by 4:35 p.m., we will call you to make sure your child gets home safely. If you will be unable to pick your child up by 4:35 p.m., please make other arrangements with other family members for pick up or arrange for your child to attend Base Camp. We do not have the staff available to supervise students after 4:35p.m., so it is important that your child is picked up on time. We appreciate your efforts in helping us with this. Those students, who do not follow the pickup policy, must pay the attendant \$1/minute past the 4:35pm pick-up, may be removed from the program and forfeit the right to participate. Tuition fees will be reimbursed at a prorated rate as determined by program staff.

Again, if you have any additional questions in regards to the Expanded Enrichment program, feel free to contact me at any time by phone or by email. We look forward to our continued adventures in Expanded Enrichment.

Sincerely,

Ann Zollman
226-5163
Ann.Zollman@juno.com

Werner Elementary School, Poudre School District

Expanded Enrichment Release Form

My child, _____, can be dismissed from Expanded Enrichment to (mark only one):

- Meet me out in front of the school
- Walk or ride his/her bike home
- Go to BASE Camp

In the event that I need to be contacted, you can call:

Parent Information

Last: _____ First: _____ M/I: _____

Phone: (_____) _____ - _____ Alternate Phone: (_____) _____ - _____

If I am not able to be reached, you can contact:

Emergency Contact #1

Last: _____ First: _____ M/I: _____

Phone: (_____) _____ - _____ Alternate Phone: (_____) _____ - _____

Relationship with Child: _____

Emergency Contact #2

Last: _____ First: _____ M/I: _____

Phone: (_____) _____ - _____ Alternate Phone: (_____) _____ - _____

Relationship with Child: _____

If you plan on having your child ride home with another parent, please fill in the section below.

My child has permission to ride home with _____.

I read the letter regarding attendance and dismissal from Expanded Enrichment and understand the procedures. I will notify Ann Zollman or my child's teacher regarding any changes in attendance or dismissal.

Parent Signature

Date

Werner Elementary School, Poudre School District

Expanded Enrichment Program Attendance/Dismissal Policy

Attendance

Teachers will:

- Take attendance daily
- Notify Lead Supervisor with any unexpected absences
- Keep attendance records and let Lead Supervisor know of any concerns regarding many absences

Lead supervisor will:

- Check with the office to check on absences

Parents will:

- Make contact with the school to report absences, and report them to Ann Zollman to pass along to teachers
- Let instructors know ahead of time (if possible) of upcoming absences

Students will:

- Get to the gymnasium for check-in as soon as possible after the 3:35p.m. bell (for afternoon classes) or promptly at 7:30a.m. (for morning classes) so classes can begin on-time. Students will follow prescribed behavioral expectations.

Dismissal Policy

Teachers will:

- Dismiss morning students at 8:30a.m. to the playground.
- Dismiss afternoon students at 4:45p.m. who have permission to walk, or bike. These students may be released out of the outside classroom door. Students in grades kindergarten, first and second will need to be picked up at the front entryway.
- Escort students to front entryway and Lead Supervisor.
- Report any concerns regarding late pick up to Lead Supervisor.

Lead Supervisor will:

- Work with the front office to pass along any changes in pick up routines.
- Wait until 4:50p.m. with students who are supposed to meet parents in front of the school to be picked up, and then call parents if student isn't picked up.
- Walk students to BASE Camp after others have been dismissed.

Parents will:

- Call school if there are any changes to dismissal procedure.
- Strive to be on time to pick up students.

Students will:

- Follow parent's directions for pick up procedure.

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Expanded Enrichment Program Behavioral Contract

STUDENT CONDUCT:

The students have been told that school rules apply during Expanded Enrichment classes; only responsible behavior will be tolerated. If a student begins the session acting irresponsibly under the structured environment of the program, we will make a decision as to whether they can handle remaining a part of the Expanded Enrichment program. Those students who do not follow school behavioral guidelines, or choose not to comply with staff expectations, may be removed from the program and forfeits the right to participate. Tuition fees will be reimbursed at a prorated rate as determined by program staff.

Learning Together

1. Be responsible for personal behavior and respond to staff and school expectations.
2. Be responsible for keeping room, desks, and campus clean.
3. Be a cooperative, respectful and a positive member of any group.

I, _____, agree to abide by these expectations and be a valuable part of the Expanded Enrichment program. I understand that school rules apply and after-hours teachers are to be treated with the same respect afforded to all Werner staff. Participation in this program is a privilege and my behavior shows I understand this.

Signed,

_____ Date _____
Student

_____ Date _____
Parent

NOTES: