

# LISA ACADEMY 2010-2011 AFTER SCHOOL PROGRAM APPLICATION

Dear Parent/Guardian and Applicant,

Thank you for your interest in our After School Program at LISA Academy. Please fill out the application form completely. Your child will not be enrolled for the 2010-2011 After School Program until payment is made in the form of a check payable to LISA Academy. **Registration deadline is Friday, August 13, 2010**, no registration fee will apply. Registration is free. I understand that fees are payable in advance of services. I understand that no refunds will be given for any reason. Should I wish to withdraw my child from the program, I agree to give **two weeks written notice prior to the last day to the office**. If notice is not received as stated above, full monthly payment will be expected.

Applicant's name: \_\_\_\_\_,  
(Last) (First)

Gender:  Male  Female    Grade and Section: \_\_\_\_/\_\_\_\_

Mother name: \_\_\_\_\_ Father name: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

*Only LISA Academy information will be electronically forwarded to you.*

Emergency Contacts and people authorized to pick up student: Please list individuals we may contact in the event of an emergency. Please use back of sheet to add additional emergency contacts for your child in the same format.

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

# LISA ACADEMY 2010-2011

## AFTER SCHOOL PROGRAM APPLICATION

- ✓ Students will be supervised inside from 3:20-5:00 PM
- ✓ After 5:00 PM, there will be no supervision by LISA staff and students will not be allowed to stay in the building. LISA is not responsible for students that are not picked up after 5:00 PM.
- ✓ There will be a set monthly fee for each month (**see the chart at the end of the document**) for all students regardless of the number of days the students attend aftercare. The payment for August is due at the registration.
- ✓ Payments in cash will not be accepted. Please make your payments by check or money order only.
- ✓ Payments must be submitted to the office by the 1<sup>st</sup> day of each **month**. Please make checks or money orders payable to LISA Academy. Please include your child's name on the check or money order.
- ✓ If the fee is not paid by the 5<sup>th</sup> day of the month, this may result in the termination of after-school enrollment. In the event of termination, parents are responsible to implement a pick-up plan for the student by 3:00 PM.
- ✓ After school program will not be available on days the school is closed, half school days or early closings due to inclement weather.
- ✓ After school program is intended to be a study hall for the student. Students are required to bring their materials.
- ✓ Students in aftercare program are expected to remain quiet and work independently for the entire time.

### **PICK UP POLICY**

Parent/Guardian must sign out the student at the front office. Your child will be supervised inside until 5:00 PM. After 5:00 PM, there will be no supervision by LISA staff and students will not be allowed to stay in the building. LISA is not responsible for students that are not picked up after 5:00 PM.

### **EMERGENCY CARE**

If I or any other emergency contact person cannot be reached I give permission to LISA Academy to arrange emergency care for my child. I authorize the LISA (ASP) to use the closest medical facility and grant permission for the medical facility to provide medical care.

### **DISCIPLINE POLICY**

The purpose of a discipline policy is to facilitate a positive after-school climate where each student feels safe and secure. The LISA Academy student code of conduct will apply to the after school program. Parents will be informed of their child's behavior and are encouraged to support the school's decisions. Students will be provided with opportunities to grow in personal and social development and, if they are involved in a discipline concern, are given due process. Rules and regulations outlined in the LISA Academy Student Handbook will be applied to the After-School Program and all students enrolled in the After School Program are expected to obey them. If a student fails to do so for the first time, the parent will be informed and the student will get a warning. If the office receives another discipline referral from the same student then a parent conference will be held and the student will be suspended from after school program for one week. If the third discipline action happens, student will be expelled from the After-School Program and he or she may not enroll for the current academic year.

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No money will be refunded in any case.

Do not forget to take a receipt for your records. I understand that it is my responsibility to keep my own records and receipts for income tax purposes.

PARENTS-STUDENTS: Please read After School Program carefully. Then sign and return the attached contract to the school office.

I have read and understood the After School Program Policies and acknowledge the fee to be paid by me for my child's participation in LISA Academy's after school program. In the event of an emergency and I cannot be reached I give permission to LISA Academy to arrange emergency care for my child.

Student's Name: \_\_\_\_\_  
(Print)

Parent's Name: \_\_\_\_\_  
(Print)

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## For Office Use Only

Date application was received: \_\_\_\_\_ Accepted Date: \_\_\_\_\_

Fee submitted: \_\_\_\_\_

"After School Program does not discriminate because of race, color, religion, gender, national origin, physical or mental disability.

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## Monthly Aftercare Payment Schedule

Month	Number of Days	Amount Due
August	9	\$27.00
September	21	\$63.00
October	21	\$63.00
November	17	\$51.00
December	13	\$39.00
January	19	\$57.00
February	19	\$57.00
March	18	\$54.00
April	21	\$63.00
May-June	22	\$66.00
<b>Total</b>	<b>180</b>	<b>\$540.00</b>