



May 2017

Dear Parents:

Attached is the information and application for our **2017-2018 CFK Flying Falcon After-School Program**. We will require a, non-refundable, \$25.00 deposit attached to your application in order to hold a spot, if a deposit is not received with the application you do not have a spot until it is received (the \$25.00 does not apply towards payment.) Enrollment will be on a first-come first-serve basis, so please be sure to return your forms promptly. Once we have received maximum allowed enrollment, any additional applications that we receive will be placed on a waiting list in order by the date submitted. Previous year enrollment in our program **does not** guarantee anyone a slot. The \$25.00 deposit and application must be re-submitted every year. A discount will be given to children of District employees – please call for more information if eligible.

Please note: Families with a history of recurring financial delinquencies and late payments, and/or student behavioral problems will not be allowed to re-enroll in after-school care at the Center for Knowledge.

We will accept part-time and full-time enrollment. Part-time enrollment is considered three days per week; there will be no discount for attendance less than three days. Four or more days per week will be considered full-time enrollment. Weekly fees are as follows:

Full-Time		Part-Time	
First child:	\$60.00 per week	First Child:	\$30.00 per week
Two children:	\$95.00 per week	Two Children:	\$45.00 per week

Please complete the last two (2) pages of this packet and return along with the \$25.00 deposit to the CFK Office.

*We will start accepting applications and deposits in the **front office** on Tuesday, May 2, 2017. Please do not leave applications under the door or drop off the night before, as they will not be accepted. We are unable to make change on this day so please have exact cash or check. Applications should be printed and filled out prior to drop off. Aftercare slots will be first-come, first-served. Any applications and deposits received once slots have been filled will be placed on a waiting list in the order they were received.*

Should you have any questions, please contact Center for Knowledge at 699-2966.

CENTER FOR KNOWLEDGE

Flying Falcons After-School Care Program – 2017-2018

Page 1 of 2

POLICIES AND PROCEDURES

OPERATING SCHEDULE

The Center for Knowledge Flying Falcons After-School Care Program will operate from school dismissal at 2:45 pm until 6:00 pm. The Flying Falcons Program will run only on the 180 days that school is in session for children. **The program is closed during school holidays and in-service workdays.**

FINANCIAL AGREEMENTS

Payment is due each Monday of the week. Tuition is always due prior to the child(ren's) participation in the After-School Care Program for the coming week. **PAYMENT MUST BE CURRENT IN ORDER FOR A CHILD TO REMAIN IN THE PROGRAM.** If late payments become habit and the account is in arrears, your child may be removed from the after-school care program at the discretion of the Principal. Checks should be made payable to **Center for Knowledge or CFK**. If a check is returned to us for insufficient funds, you will be required to pay by cash or money order for the remainder of the year. A service fee of \$30.00 is to be paid to the school, notification is sent to the District, and in turn will be sent to a debt collection agency.

To offset the fact that there is **no reduction in fees** for holidays and/or in-service workdays, there will be no charge for the first week of school, August 22-25, 2017. No fees will be charged for Winter Break (two weeks), Spring Break (one week) and the final week of school – full payment will be required for the week of Thanksgiving.

LATE PICK-UP POLICY

Parents arriving after 6:00 pm will be charged \$1.00 for every minute late, payable that day. This amount will be collected by the After-Care Director when your child is picked up. If late pick-up becomes a habit, your child may be removed from the after-school care program at the discretion of the Principal. If there is an emergency or you know you will be late, please contact the school office as early as possible to alert us of the situation.

WITHDRAWAL FROM THE AFTER-SCHOOL CARE PROGRAM

If your child is to be withdrawn from the After-School Care Program, please notify the school as soon as possible, as there may be others on the waiting list. All balances must be paid in full at the time of withdrawal.

HEALTH CONSIDERATIONS

When your child must take medications at school, we will follow the Richland School District Two procedures for administration of the medicine. It will be dispersed by 4:00 pm. Please remember to note on the parental consent form for medication, to your child's teacher, that the medicine will need to be sent to the Flying Falcons Program to be retrieved by the parent that afternoon.

In case of accidental injury or an emergency health problem, we will make an immediate attempt to contact a parent. If parents cannot be reached, we will try to contact any emergency number you have supplied to the school office. If necessary, we will call the child's physician or an ambulance. Until the parent arrives, the physician, the ambulance and the Director will be in charge and make any decisions about the care of the child. The Flying Falcons Program will maintain a parent's signed consent form agreeing to emergency medical care. A first aid kit will be available at a central location for the Flying Falcons Program and personnel will be knowledgeable of first aid.

In case of a serious accident or severe illness requiring hospitalization or emergency treatment, the emergency room of the nearest hospital will be used unless otherwise specified by the parent.

POLICIES AND PROCEDURES**SNACKS**

A snack will be served each day. Please be sure to note any dietary restrictions or food allergies your child may have on the After-School Care Program application form.

BEHAVIOR

Regular school behavior and discipline codes will be expected of each After-School Care member at all times. Students will be removed from the program if they have exhibited serious and/or multiple discipline problems.

PROCEDURES FOR SAFE ARRIVAL AND DEPARTURE OF CHILDREN

The After-School Care Staff will meet the children each day in the assigned location, immediately after school dismissal. Daily attendance will be taken. We seek to account for every child by checking the office absentee rolls. Please try to assist us in this matter by informing us if a child will not be present on certain days.

Each child is responsible for arriving at the After-School Care Program on time. Younger children will always be assisted by their teachers and/or other classmates. If the teacher is requesting that the student remain with him/her, the child must go to the After-School Care Program first with a teacher's written request. Upon completion of the assistance, the teacher must escort the child back to the After-School Care Program.

At dismissal time, the After-School Care Staff is responsible for releasing the child only to those individuals who are authorized and listed on the application form to pick up that child. Please send a note or call the office prior to the end of the school day if dismissal is going to be different from usual. **STUDENTS ARE NOT PERMITTED TO SIGN THEMSELVES OUT.**

It is imperative that you inform the school office and/or the After-School Care Staff if there is a change in your home, work and/or cell phone numbers. In the event of an emergency, it is important that we have correct numbers where we can reach you at all times.

HAZARDOUS WEATHER CONDITIONS

If an early morning announcement is made that school will be closed for the day because of hazardous weather conditions, the After-School Care Program will also be closed.

If the schools are closed prior to the end of the day and all children are sent home, the After-School Care Program children will go home at that time.

If weather conditions begin to worsen during regular Flying Falcons Program hours, parents should pick up their children as soon as possible. Under these circumstances, several teachers will seek to call parents who have not arrived for their child(ren). If school is on scheduled early dismissal, the After-School Care Program will be open from 11:30 a.m. until 6:00 pm.

No. _____

Payment Type: Cash / Check # _____

Waitlisted: Yes _____ No _____

CENTER FOR KNOWLEDGE
After-School Care Program
Application for 2017-2018 School Year

Child's Name _____ Grade (2017-2018) _____

Part Time Enrollment : Yes or No Full Time Enrollment: Yes or No

Age _____ Date of Birth _____ Gender _____

Home Address _____

Best Contact Phone Number _____

Email Address _____

IMPORTANT: Should ANY CHANGES occur with any information during the school year, please notify the office.

If Applicable: Please fill out if sibling will be attending aftercare **Only one application per family needed*

Sibling's Name	Grade (2017-2018)	Age	Gender

Parent Name _____

Employer _____ Work Phone _____

Cell Phone _____

Parent Name _____

Employer _____ Work Phone _____

Cell Phone _____

In the event of sickness or emergency, and the parent cannot be reached, contact:

Name _____ Relationship _____

Phone (afternoon hours) _____

CENTER FOR KNOWLEDGE

2017-2018 Flying Falcons After-School Care Program

Special Restrictions: (i.e. allergies, physical limitations, etc):

Parent Authorization for Pick-Up:

No child will be permitted to leave with anyone NOT listed below, unless prior information is provided by parent. In an emergency or last minute situation, please call the school office to make them aware of the change.

1. _____ Relationship: _____

2. _____ Relationship: _____

Hospital Preference _____ Physician Name _____

Phone Number _____

I request that my child attend the homework session at the Center for Knowledge After-School Care Program

supervised by an adult. Please select: Yes _____ No _____

PARENTAL AGREEMENT:

- I acknowledge receipt of and agree to abide by the terms and policies set forth in the Center for Knowledge Flying Falcons After-School Care Program Policies and Procedures attached and understand that non-compliance will result in the removal of my child from this program.
- I acknowledge the payment requirements and that if this procedure is not followed that my child may be removed from the Flying Falcons After-School Care Program at Principal's discretion.
- I also give permission for my child(ren) to attend the Center for Knowledge Flying Falcons After-School Care Program and go on field trips and participate in all activities of the program.
- I understand that transportation to activities will be by Richland School District Two vehicles and/or the personal vehicles of the Center for Knowledge Flying Falcons After-School Care Program Staff.
- I agree to hold the Center for Knowledge Flying Falcons After-School Care Program harmless from any accident or injury to my child(ren).

Parent/Guardian Signature

Date