



**Spring Charter Club registration form**  
**(Make as many copies as needed for your child's club enrollments.)**

This form is to allow the registration process to be as smooth as possible and to ensure that your child will be safely delivered to and from the Charter Club.

**REFUND POLICY:** FRCS will not honor refund requests for students dropping out of the program at any time, except for the following reasons: (1) An injury incurred before the start of the program which prevents the student from participating; (2) Any other health or safety-related issue, brought to the attention of FRCS before the start of the program; or (3) If the family moves out of district before the start of the program.

**Turn this form in to the Central Office by Friday, March 31<sup>st</sup>. Please print clearly. Your child's safety is our priority.**

**CLUB NAME and DAY:** \_\_\_\_\_

**Payment made:** \_\_\_\_\_ **Check number:** \_\_\_\_\_ **My SchoolBucks** \_\_\_\_\_

**Child Name:** \_\_\_\_\_

**Child's Homeroom teacher/room number:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

Parent/Guardian's contact information (*we need this information to contact you in case of a cancellation or in the event of an emergency*):

**Home phone number:** \_\_\_\_\_

**Cell phone number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

Who will be picking up your child from the Charter Club? (*This person will need an ID*)

Name: \_\_\_\_\_

**Medical Acknowledgement**

- I certify that documentation of physical examination and immunizations in accordance with public school health requirements, and lead poisoning screening in accordance with public health requirements is on file at the school.

- I authorize staff who are trained in the basics of first aid and CPR to give my child medical treatment when appropriate.
- I understand that every effort will be made to contact me in case of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the program to arrange transportation to the nearest medical facility and to secure necessary medical treatment for my child.

### **Behavioral Management Plan**

The Charter Club Program at F.R.C.S. provides a safe environment for children. Based on the F.R.C.S. beliefs, the discipline policy is to help children become individuals, who make their own choices and take the responsibility for their actions. By engaging children in meaningful and stimulating activities, focusing on positive role models, and promoting respect for self and others in a climate of acceptance and fairness discipline is accomplished.

Any behavioral issues that occur during the school day involving the school culture team may warrant suspension from the program. A phone call would be placed to the parent/guardian before the start of the program.

1. The child will respect the rights and feelings of others and will avoid disruptive behaviors that would interfere with the program activities. Aggressive behavior such as hitting, tripping, and spitting, verbal threats, profanity, and bullying will not be tolerated.
2. The child will follow all directions given by program staff, regarding safety procedures and will stay with the group for all activities.
3. The child will follow rules strictly prohibiting smoking, alcohol, tobacco, or drugs [that are not prescribed for the child].
4. The child will respect the private property of others and understand that stealing or vandalizing the property of others or the school will not be tolerated.
5. The child's behavior will be positively reinforced to follow the rules set by the Afterschool Programs Coordinator or designee.

When a child engages in rule breaking behavior that threatens the health or safety of himself / herself or other children, staff will take immediate action to stop the behavior. The staff will then inform the child of the disciplinary action that will be taken. If the severity of the inappropriate behavior warrants or the child cannot be controlled, it may be necessary to temporarily remove the child from the situation. Staff will attempt to learn the causes of the behavior and will try to help the child understand and overcome the behavior issue.

In all other rule-breaking situations where other children are not directly jeopardized, staff will discuss the behavioral problem with the child, but will not take disciplinary action, unless the child repeats the behavior. In this case, the following disciplinary procedure will be used.

First incident: discuss the inappropriate behavior and the consequences with the child. Inform the child of disciplinary action to be taken if the behavior persists.

Second incident: time out from the activity, with the child returning to the activity contingent on his / her willingness to behave appropriately. Staff will further explain disciplinary action if the inappropriate behavior continues.

Third incident: removed from activity. Staff will bring the child to the Afterschool Programs Coordinator or designee and the parent / guardian will be notified by telephone or upon arrival. Child will serve a detention scheduled through the Afterschool Programs Coordinator or designee.

Parent / guardian will be required to pay the fee for the program time not attended.

Persistent and serious behavior problems- when a child's persistent and inappropriate behavior takes too much energy and attention away from the needs, safety and well-being of other children, or causes continued disruption of the program, the possibility of suspending the child from the program will be considered.

I agree to comply with and assist the staff as needed in the support of the behavior management policy.

Will your child be going to the FRCS extended day program?  YES  NO

Parents signature: \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE NOTE:**

*Charter Clubs end at 4:30 unless otherwise noted by the instructor. Club leaders will bring children to Door E for dismissal. Any child that is not picked up by 4:30 will be signed into the FRCS extended day program and the parent/guardian will be billed accordingly. Program runs from April 24<sup>th</sup> through June 9<sup>th</sup>.*