



Vera Court Neighborhood Center 2021-2022 School Year Enrollment Packet

Dear Parents and Guardians,

Welcome back to another year of after-school programming at Vera Court Neighborhood Center. We are looking forward to a year filled with exciting ways to learn and opportunities to grow in the Vera Court community. The following is a brief explanation of the elementary program:

Elementary After-School Schedule:

Mondays: 1:00-5:30pm

Tuesdays, Wednesdays and Thursdays: 2:45-5:30pm

Fridays: 2:45-5:00pm

If your child will not be eating dinner at the center, they should be picked up at 5 pm on Mondays and Wednesdays and 4:30 pm on Fridays.

***Program starts on Tuesday, September 7th. There will be open registration times on Tuesday, August 31st, Wednesday, September 1st, and Thursday, September 2nd from 2:30-4:30pm. Staff will be available to answer any questions and assist with registration at this time.**

The program is for children currently attending 1st through 5th grades (due to city licensing we have to limit the number of 6 year old participants to three participants). Children may start attending once Vera Court Neighborhood Center has a signed permission/emergency card and signed behavior contract on file. There are times when the after-school program may reach maximum occupancy and children will be placed on a waiting list. The following list contains specifics to Vera Court Neighborhood Center's Elementary After-School Program.

- Vera Court is a Drop-In Program where students are free to choose whether they attend the program. However, we do ask that youth attend at least three of the five days each week in order to remain enrolled.
- Students are free to leave the program at any point that they wish, however, a parent or guardian must be notified before the child leaves.
- Staff and Vera Court Neighborhood Center are not responsible for children's actions once he/she leaves the center. Parents/Guardians are responsible for their children's actions once they leave the center at any time during the day.
- Children may use the phone to check in and check out during the first 15 and last 15 minutes of the day but are not allowed to use the phone during any other time.
- If participants are to be picked up, please be on time. If a parent/guardian is late on a regular basis, the child may be removed from after-school programming.

Please read through the attached documents with your child and return to the center. Children may not start the program until these items are complete. Please call 608-246-8372 with questions.

Registration deadline is September 3rd, or until the program is full.

Thank You,

Thomas Qualls
Program Director

Enrollment Form

All information on the subsequent pages must be completed for a child to be admitted to our programs.

Student Name/Nombre de el Estudiante

Date/Fecha

Parent-Guardian Name(s)/Nombre de Padres-Guardians

Address/Calle

City/Ciudad

State

Zip/Codigo Postal

Parent Phone/Telefono

Parent Email Address/Correo Electronico

Student Date of Birth/Fecha de Nacimiento

Grade/Grado

School/Escuela

Health History

Please list any allergies, ailments, or health issues your child has and special precautions or care needed:

Please list any special needs or issues relating to your child and care needed:

Emergency Contact/Contacto de Emergencia

Name/Nombre

Relationship to Student/Relacion con Estudiante

Phone/Telefono

COVID-19 Agreement

Hello Families,

In order to reopen as safely as possible our program has established new policies and procedures. Please read each item below, sign, and return to Vera Court with the rest of your application materials

I, _____, parent of _____ wish to send my child to Vera Court Neighborhood Center. I will comply with the following statements:

- Staff will sign your child in and out.
- I will not bring unnecessary items into the program.
- I will call ahead of picking up, so my child will be ready to reduce contact with other families and staff members.
- I will not enter the building, unless approved by the Program Director.
- I will not bring my child, unless everyone in our home is healthy and symptom free, with no known exposure to COVID19.
- If I am dropping my child off, I will wait for my child to be screened for signs of illness daily.
- Fever reducers will not be given to my child on any day of attendance, regardless of reason for the fever reducer.
- If my child shows signs of illness during care, I, or another authorized person, will retrieve my child within 60 minutes.
- I will wait my turn to enter the program, and practice proper social distancing while on program premises.
- Only one guardian from my family will attend drop off and pick up.
- I understand this situation is fluid and subject to change per state, other local authority, and program needs.
- I understand failure to follow these new safety guidelines may result in my child's removal from Vera Court Neighborhood Center.

Parent/guardian signature

Date

Vera Court Neighborhood Center Rules Contract

Vera Court Neighborhood Center Rules

1. Have fun and enjoy yourself
2. Be safe and responsible
3. Respect staff, participants, and the center and places we go.
4. Refrain from running, fighting, and throwing objects in the center.
5. Refrain from using loud, vulgar, abusive language.
6. No put-downs
7. No alcohol / drugs around the center.
8. Follow all health & safety protocols.
9. The center is a gang free zone. No gang paraphernalia is permitted.
10. You are encouraged to make the center a better place.

What happens when a rule is broken?

1. The first written warning is given by staff. If negative behavior continues:
 2. A 2nd written warning is given by staff. If negative behavior continues:
 3. The participant receives their 3rd warning and is removed from programming for the day, and a phone call is made to the parent/guardian. If the parent/guardian is unavailable, we will try and reach the emergency contact. If we cannot reach an adult a letter will be sent with the child explaining that the child will be suspended for the following day.
- Three warnings in one day = a one day suspension. If your child continues to receive three warnings per day on several different occasions a meeting will be set up between the center, the parent and the child to discuss a plan for the child.

Fighting/Physical Altercations

1. All participants involved will be suspended for 1 week from the date of the incident. **Play fighting will be treated the same as any other physical altercations.**
- If there is a second occurrence:
2. Participants involved in an altercation will be removed from the program for another week.
 3. If there is a 3rd occurrence, the child will be removed from the program for the remainder of the semester.

VCNC Participant

I understand the Vera Court neighborhood Center rule. I agree to follow the rules. I will accept the consequences if I break the rules.

Child's Signature

Date

Parent or Guardian

My son / daughter and I have reviewed the rules. I understand the rules.

Parent / Guardian Signature

Date

PICK UP/DISMISSAL INSTRUCTIONS

Please circle whether your child will walk home at the end of after-school (5:30 Mon-Thurs and 5:00 on Friday) or will be picked up at the end of after-school each day. **All children MUST be picked up no later than 5:30 Monday-Thursday and 5:00 on Fridays, staff are not available past this time for supervision of your child. If your child does not eat dinner at the center on Mondays, Wednesdays and Fridays they should be picked up 30 minutes prior to the listed times. If parents/guardians are continually late for pick-up your child(ren) will be removed from the after-school program.**

Walk home

Picked up

Adults authorized for pick up:

Special Instructions

Signature of Parent/Guardian

Date

Photo/Video/Artwork Release Form

I hereby grant permission to Vera Court Neighborhood Center and any of its partners to use photographs, video, and artwork of my child and created by my child. Vera Court Neighborhood Center and partners will use said material on the internet or in other official printed publications created by, or affiliated with Vera Court Neighborhood Center without further consideration. Therefore, I agree to indemnify and hold harmless from any claims the following: Vera Court Neighborhood Center staff, partners, Board of Directors, and its volunteers.

Signature of Parent/Guardian

Date

Please check the box if you are opting out of the photo/video/artwork release

Child's Name:

Authorization to Administer Sunscreen and Bug Repellant (optional)

I give my permission to Vera Court Neighborhood Center staff to apply/supply **sunscreen** to my child during program hours.

Signature of Parent/Guardian

Date

I give my permission to Vera Court Neighborhood Center staff to apply/supply **bug spray** to my child during program hours.

Signature of Parent/Guardian

Date

Vera Court Neighborhood Center Release

I give my child _____, permission to participate in all program activities (including field trips that take place during program hours) with Vera Court Neighborhood Center. In the event that I do not want my child to participate in activities, I understand that I must contact a staff person. I also understand that if my child does not obey Vera Court Neighborhood Center rules, he/she may be asked not to participate in activities.

Furthermore, in the event of an emergency, and I cannot be contacted, I authorize you to call my doctor. If he/she cannot be contacted, I give my consent for my child to receive medical treatment or care. I understand that staff will make every effort to contact me first.

Parent/guardian signature

Date

Phone Call Policy

Participants are permitted to use the phone **at the beginning of program** and **at the end of program**. Additional phone calls tend to disrupt programming and make it difficult for youth and staff to complete tasks.

Phone calls made any other time of day will be conducted by staff and only in the case of illness, injury, behavior or other extreme circumstance. Parents/guardians are welcome to leave messages with our administrative staff for their children during program hours.

Cell phone use: If participants choose to bring their cell phones to programming, they are solely responsible for them. As a center, we expect that participants will exercise respect toward staff and other participants when using their phones and not to use them during activity times and when we are off-site. If cell phones interfere with programming or become distracting, staff will hold onto them for the remainder of the day.

Signature of Parent/Guardian

Date

Child's Name: _____

Waiver of Liability Relating to Coronavirus/COVID-19

As we proceed with restarting our youth programs this fall our agency and staff's goal is to provide a safe and welcoming space for all of our participants. Center staff will follow safety procedures our agency has established following Public Health Guidelines. This liability waiver is a form waiver related to COVID-19 for students and persons who enter our center's premises or who otherwise utilize our services ("users."). The waiver is drafted based on known general guidelines/recommendations at the time of drafting.

COVID-19, has been declared a worldwide pandemic by the World Health Organization and has been reported to be extremely contagious. The current medical knowledge is constantly evolving about this virus and it is believed to spread from person-to-person contact and/or by contact with contaminated surfaces and objects, and even possibly in the air. People reportedly can be infected and show no symptoms and therefore spread the disease. There is a possibility that other methods of spreading/contraction are happening and unfortunately there is no known treatment, cure, or vaccine for COVID-19 at this time.

Vera Court Neighborhood Center cannot prevent you or your child(ren) from becoming exposed to, contracting, or spreading COVID-19 while in our programs or premises. We will do our best to clean/sanitize and follow guidelines to help prevent the spread of this disease. If you choose to attend or have users under your control, including your child(ren) our 2021-2022 after school programs and/or enter onto Vera's premises you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19.

I have read and understood the above warning concerning COVID-19.

I hereby choose to accept these terms in order for myself and/or my children and/or users under my control, to attend Vera's 2020 Fall Program. These services are of such value to me and/or to my child(ren) and/or users under my control that I accept the potential risk of my child and/or myself and/or users under my control being exposed to, contracting, and/or spreading COVID-19.

WAIVER OF LAWSUIT/LIABILITY:

On behalf of myself, and/or my child(ren), and/or users under my control, I hereby forever release and waive the right to bring suit against Vera Court Neighborhood Center and its owners, officers, directors, managers, officials, trustees, agents, employees, or other representatives in connection with exposure, infection, and/or spread of COVID-19 related to utilizing Vera Court's services and premises. I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence and give up any claim I may have to seek damages, whether known or unknown, foreseen or unforeseen, all on behalf of myself and/or my child(ren) and/or users under my control.

**I HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS
RELEASE, AND FREELY AND KNOWINGLY ASSUME THE RISK AND WAIVE ALL RIGHTS
CONCERNING LIABILITY AS DESCRIBED ABOVE:**

Child's Name (printed): _____

I am the parent or legal guardian of the minor named above. I have the legal right to consent to and, by signing below, I hereby do consent to the terms and conditions of this release.

Signature: _____

Name (printed): _____ Date: _____

Updated: July 21st, 2021

NEIGHBORHOOD SUPPORT DEMOGRAPHICS

Disclaimer: We apologize if any questions are offensive or feel invasive. Local and Federal Community Development Block Grant Programs require the information in this section and reporting on them is mandatory for continued funding of Vera Court Neighborhood Center.

Please describe your race/ethnicity. (The next question will ask about Hispanic/Latino heritage)

White/Caucasian	Black/African American
Asian	American Indian/Alaskan Native
Native Hawaiian/Other Pacific Islander	Black/African American and White/Caucasian
Asian and White/Caucasian	American Indian/Alaskan Native and White/Caucasian
American Indian/Alaskan Native and Black/African American	Other (please specify) _____

Please check one:

- I am also Hispanic/Latino
- I am only Hispanic/Latino
- I am not Hispanic/Latino

How many people in your family have a disability?

Number of people with a disability _____

Do you live in a family maintained by a female single head of household? Yes No

Do you live in Madison?

- Yes
- No

If No, please identify city of residence _____

Please go to the column that indicates the number of people that live in your family, and circle the income range that describes the combined income of everyone in your family.

1 Person Family	2 Person Family	3 Person Family	4 Person Family
Over \$55,950	Over \$63,950	Over \$71,950	Over \$79,900
\$36,100 to \$55,950	\$41,250 to \$63,950	\$46,400 to \$71,950	\$51,550 to \$79,900
\$21,700 to \$36,100	\$24,800 to \$41,250	\$27,900 to \$46,400	\$30,950 to \$51,550
Less than \$21,700	Less than \$24,800	Less than \$27,900	Less than \$30,950
5 Person Family	6 Person Family	7 Person Family	8 Person Family
Over \$86,300	Over \$92,700	Over \$99,100	Over \$105,500
\$55,700 to \$86,300	\$59,800 to \$92,700	\$63,950 to \$99,100	\$68,050 to \$105,500
\$33,450 to \$55,700	\$35,950 to \$59,800	\$40,120 to \$63,950	\$44,660 to \$68,050
Less than \$33,450	Less than \$35,950	Less than \$40,120	Less than \$44,660

