



Vera Court Neighborhood Center 2022-2023 Elementary 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: 2:30-5:30pm

Fridays: 2:30-5:00pm

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 Monday, September 12th, but is subject to change due to staffing availability. There will be open registration times Monday, August 29th - Friday, September 2nd from 10am-4:00pm . 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 9th, 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

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 5:15pm 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: _____

