



# Registration Form

Year - 2018-2019

<b>Place of Employment:</b>	<b>Work Phone:</b> (                    )
<b>Home Address (If different from child): #</b>	
<b>City:</b>	<b>State:</b> <b>Zip:</b>

**Parent / Guardian Information - Parent/Guardian #2**

**Last Name:**

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**First Name:**

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**Middle Name:**

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**Email Address:**

**Home Phone:** (                    )                    **Cell Phone:** (                    )

**Place of Employment:**

**Home Address (If different from child):**

**City:**                    **State:**                    **Zip:**                    **Work Phone:** (                    )

**Emergency Contact Information** (Persons to contact in the event that either parent/guardian cannot be contacted)

Name	Relationship	Cell Phone	Alternate Phone	E-Mail

I verify the above information to be correct, and I understand that completion of this form does not guarantee placement in the program. If my child is placed in the program, I agree that my child will attend the program for the required number of hours and days as prescribed/outlined by the center where my child is enrolled. I understand that I cannot register my child without appropriate age documentation. I have attached a copy of appropriate age documentation to this registration form.

**Signature Parent/Guardian:**                    **Date:** \_\_\_\_\_

# Registration Form

Year - 2018-2019

**Child Maintenance**

Child's legal Guardian: [  ]Both Parents [  ]Mother [  ]Father [  ]Other

**The child may be released to the persons(s) signing this agreement OR to the following:**

Name	Address	Relationship	Cell Phone	Email

If anyone is **PROHIBITED** from contacting or checking-out the student. Specify the individual(s) below:

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Child's Physician or Clinic Name** (Child's primary healthcare): .

**Date of Last full health screening:** \_\_\_\_\_ **Phone:** ( \_\_\_\_\_ )

Child's Insurance Provider's Name :

**My child has the following special needs:**


**My child is currently on medication(s) prescribed for long-term continuous use AND/OR has the following pre-existing allergies, illness, or health concerns:**


**Health Information / Emergency Card:**

Symptom	Yes/No	Details
ADD / ADHD		
Allergy		
Asthma		
Diabetes Type 1		
Diabetes Type 2		
Epilepsy (Seizures)		
Mental Health Consideration		
Sickle Cell Anemia		
Physical Limitation		
Hearing Consideration		
Vision Consideration		
Feeding Consideration		
Other		

At Genius Hangout we have CPR and First Aid certified staff who will act as first respondents. If major injury to a child occurs, the staff will immediately contact call for professional help (doctor's office OR 911) and will follow their instructions. Parents, designated emergency contacts, or the child's doctor will be notified immediately.

**Emergency Medical Release**

If emergency medical care is necessary and I cannot be reached, I authorize the Genius Hangout to act on my behalf in granting permission for my child to receive emergency medical treatment. Parents are responsible for all expenses incurred as the result of medical treatment.

\_\_\_\_\_

**Parent/Legal Guardian Signature**

\_\_\_\_\_

**Date**



### Consent for Treatment / Release of Information

I consent for the Genius Hangout Program to provide nursing services to my child; release and exchange health and personal identification information to Medicaid for billing purposes (if applicable) which will remain confidential and NOT affect any services my child receives.

I give the Genius Hangout permission to exchange information with my child's healthcare provider. All information will be kept strictly confidential and used only to provide appropriate individualized healthcare services for my child while at school. Parents are responsible for all expenses incurred as the result of medical treatment.

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

\_\_\_\_\_  
Date

### Hold Harmless Release:

I hereby waive, release, absolve, indemnify, and agree to hold harmless the GH., its directors, officers, organizers, sponsors, supervisory staff, participants, and any other affiliates; for, from, and against all liability because of any bodily injury, or property damage, known or unknown, which may occur or result from the participation of the above named child in any and all activities whether the result of negligence or for any other cause of the Genius Hangout. I individually, and as a parent/guardian for my child, have read this release and understood all the terms. I execute it voluntarily and with full knowledge of its significance.

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

\_\_\_\_\_  
Date

### Late Pickup Policy

Children must be picked up by 6:35 PM for prime hours and 7:35 PM for enrichment program. Please be on time! Parents will be billed \$5 per every quarter hour (15 minutes) after 6:35 pm. To avoid late fees, parents should make prior arrangements to have an authorized friend or backup person pick their child up if they know they might be late. Chronic or excessive late pick-up is inconsiderate to the After-School Program staff and may result in your child's dismissal from the program.

### Sign-Out Policy

The person authorized to pick up your child from After School must sign them out by printing their name, signing and writing the exact pickup time on the sign out sheet. This must be done in the presence of the teacher dismissing them. If you pick up your child after the above-mentioned quarter hour dismissal times, you will be charged for the full quarter hour. If anyone other than the parent/guardian is picking up a child they must be listed on the Authorized Persons for Pickup List. If they are not on the list you will need to send a note/email in writing notifying the GH of who will be picking them up that day. They will need to show photo ID upon request. If the person picking up the child neglects to sign him/her out, late pick up charges will apply.

## Discipline/Behavior Policies:

The staff of the After school Programs is expected to respect the dignity of the children and conduct themselves as adult role models. The program does not use any strategy that hurts, shames, or belittles a child. The program does not use any strategy that threatens, intimidates, or forces a child. Physical contact in disciplining a child is avoided unless it is necessary to restrain a child from harming himself or another. Corporal punishment is not allowed. The program does not permit the use of food as a reward or punishment. The program does not use or withhold physical activity as a means of punishment. When correcting a child's behavior, the staff verbalizes and demonstrates to the child what should be said or done rather than focusing on the unwanted behavior. The staff also explains the reasons for the rules that children are asked to follow. GH rules are in effect during the Afterschool programs. The children are expected to respect the staff and each other. If the staff is unable to resolve ongoing or serious behavior issues (such as aggressive, abusive, disturbing, or destructive acts), the site coordinator will discuss the problem with the parents to establish a plan for dealing with the problem. If the child's behavior does not change in a reasonable length of time, the site coordinator will inform the parents and will schedule a conference. If the problem cannot be resolved, the site coordinator will give the parents a notice of dismissal from the program.

## Codes of Conduct

Positive attitudes keep the After-School Program fun. Below are some guidelines participants are expected to follow:

- Respect yourself and the GH staff
- Play fairly and be honest
- Applaud the efforts of others
- Avoid inappropriate language
- Say only good things about others
- Follow the instructions of the GH staff
- Resolve disagreements in a positive way
- Listen during appropriate times and assemblies
- Be respectful of other members and their property
- Tobacco, drugs, alcohol, and weapons are prohibited
- Take care of the GH facility and equipment
- If you make a mess, you clean it up

GH strives to create a warm, welcoming environment in which all students can thrive. We ask that all members of our GH community take care of each other, the space, and themselves during the program. The GH After School Program staff is responsible for providing a positive experience for children and aligns itself with the teaching methods of Responsive Classroom. We believe students can learn from their behavior and therefore, we want to emphasize logical consequences and making amends for the behavior. If a child's behavior adversely affects the experiences of other children, logical consequences will be implemented.

### Behavior Infraction

- Behavior infractions are when a student's behavior is persistent and infringes on the teaching, learning or well-being of the group.
- Possible consequences of a Behavior infraction:
  - Solve the problem that you created (i.e. "you break it, you fix it")
  - Write an apology letter
  - Loss of privileges

- Separation from the group (i.e. a “time out” and/or joining a buddy classroom)
  - Inappropriate items may be confiscated
  - GH will contact your family
  - Be suspended or dismissed completely from After School
- If there are more than three infractions (other than non-negotiables) the parent or guardian will be notified.

### Non-Negotiables

- Although GH faculty will do their best to make consequences logical, there are certain behaviors that are non-negotiable. These behaviors include, but are not limited to, physical violence or any action that puts the student or others at risk. These behaviors will result in immediate removal from the After School setting and parents may be notified to come pick up their children.

**Note:** Please read the discipline rules with your child before signing.

### Personal Electronic Devices (PEDs) Policy:

PEDs may include any portable Internet devices except for cell phones. PEDs include iPods, iPads, laptop computers, tablets, notebooks, netbooks, recording devices, etc. The use of PEDs is permitted on GH premises under limited conditions as authorized by the GH faculty and supervised by Classroom Teachers. The sole purpose for using this technology is to enhance academic achievement while respecting the dignity and safety of all members Genius Hangout.

#### Cell Phones

- In After School, students’ cell phones must be kept turned off and in their backpacks or lockers during the program hours. If not, they will be collected each day by the After program teacher, stored securely in the classroom and returned to students at dismissal.
- Please do not contact your child by cell phone during After School hours. In an emergency, or in the case that you need to notify them of when they will be picked up, messages should be left with the GH office.

### Bullying/Harassment/Fighting Policy

Bullying/harassment/fighting has no place at the Genius Hangout. Bullying/harassment/fighting means more than beating up or pushing people around.

Violation of this policy includes:

- Physical assaults (touching in angry ways)
- Threats (“Better watch your back”, “I’m gonna hurt you”, “We’re gonna get you”, etc.)
- Harassment (always bothering someone)
- Name-calling
- Racial slurs
- Intimidation
- Harassment – physical or verbal of all kinds.
- Spreading rumors
- Extortion
- Foul language
- Taunting
- Making insulting remarks about another student’s family members
- Using the internet to harass, threaten, verbally abuse, intimidate, or spread rumors

Violation of the intent of this policy by a participant of the GH will not be tolerated. Review of the policy serves as your WARNING.

- If you are found to be in violation of this policy you will be suspended for up to one week.
- On the second offense you will be suspended for the remainder of the program. There will be no refund of registration fees due to a student suspension.
- The enforcement of this policy and any judgment on the punishment of a student for violation of this policy will be the decision of the GH Program Coordinators and is not subject to a hearing or appeal.

### Authorization to produce and use audio-visual Materials

I hereby voluntary and without compensation authorize the Genius Hangout to produce photographs, movies, videotapes, audio-tapes, and Power Point Presentations of the registered student. This authorization is given on the condition that the materials taken or produced will be used for the purpose of community education or program promotion. I understand GH and its employees will not use these materials for compensation. I understand that this grant of permission shall only be revoked by a written instrument delivered to the GH. This consent shall remain in effect, unless revoked.

\_\_\_\_\_

**Signature of Parent/Legal Guardian**

\_\_\_\_\_

**Date**

### Program Details:

The After-School Program will run from the middle of August when school starts until school is out in May.

- Hours of operation are for 3:30 – 6:30 P.M. for prime hours Monday through Friday, and 6:30PM–7:30 PM Monday through Friday for enrichment program.
- Parents must pick their child up by 6:35 P.M. or a late fee of \$5.00 will be assessed after 6:35 P.M., for prime hours program. For enrichment program, the cut off time is 7:35 PM. Then for every 15 mins intervals a fee of \$5.00 will be assessed
- GH follows the Forsyth county school system schedule. There have been some adjustments are made, please refer to the GH calendar for accurate details.
- GH is open early for all Early Release Days, please refer to the GH calendar for accurate details.
- The students are allowed to bring their own snacks. However, Genius Hangout is a nut-free facility, and the parents are advised to send nut-free snacks. No snacks will be provided by Genius Hangout.
- Please remember that the GH After-School Program is not a babysitting service. Children are expected to interact with other children. Children are required to participate in all activities as instructed by the GH staff.

### Payment Options

#### Discounts

- Volume: \$10 off on second subject, \$15 on third subject, and \$20 for 4th subject.
- Sibling loyalty discount is calculated according to volume discount

Referral Discount of \$10 of every new student joining for the subsequent quarter.

## Prepayment

Families who pre-pay their After School fees receive a discount. See chart below for a more detailed prepayment breakdown.

- Yearly: If you pre-pay yearly you will receive a 10% discount.
- Half Yearly: If you pre-pay for 6 months you will receive a discount of 5%,
- Quarterly : If you pre-pay for 3 months you will receive a discount of 2.5

## Monthly Payments

● Monthly enrollment account invoices are due upon receipt and will be sent via email after the end of each month. Your bill must be paid before 10<sup>th</sup> of every month to avoid a late payment charge. Failure to pay on time will result in a \$25 late payment fee.

● In order to participate in the GH After School Program, you must be current with your payments. Accounts that fall behind by more than one month may result in your child's dismissal from After School.

- The cancellation notices to be given a month in advance.
- Any bounced checks will carry a charge of \$25.

**(For office use only):**

Registration fee paid: \$ \_\_\_\_\_ Cash Check # \_\_\_\_\_ Credit Card: \_\_\_\_\_  
 Any Payment made : \$ \_\_\_\_\_ Cash Check # \_\_\_\_\_ Credit Card: \_\_\_\_\_

**GENERAL RELEASE/ACKNOWLEDGEMENT:**

I verify the above information to be correct and true. I have read and choose to comply with the contents of the policies of the Afterschool Program, including those pertaining to emergency transportation and medical treatment, and inclement weather.

**SIGNATURE** (Parent/Guardian): \_\_\_\_\_

**DATE:** \_\_\_\_\_