



ARC After School 2022/2023

1202 E. 10th St. Alliance, NE 69301

Contract and Registration Form

Child details:

Name: _____ Date of Birth: _____ Gender: Male Female

Address: _____ School Attending _____ Grade _____

Please select enrollment option below. Rates are per child and auto drafted weekly on Sundays.

Non-Member \$50/week Member \$35/week Sponsored \$20/week*

\$25 one-time non-refundable enrollment fee will be processed at sign up.

*Children who qualify for free or reduced lunch are eligible for financial assistance for the duration of After School. Please provide current award letter from school once received. Scholarships are limited.

Financial Aid generously provided by United Way, Snow RedFern Foundation, and the Alliance Mission Store.

Parent/Guardian details:

	Parent/Guardian 1	Parent/Guardian 2
Full name and Date of Birth: (DOB is needed to enter you into our system)		
Relationship to Child:		
Home Address: (if different from child/ren)		
Mobile phone: (we use remind for text updates)		
Workplace & work telephone:		
Email: (for program information)		

Please list additional people approved to pick your child(ren) up:

Name: _____ Relationship: _____ Phone _____

Name: _____ Relationship: _____ Phone _____

Name: _____ Relationship: _____ Phone _____

Name: _____ Relationship: _____ Phone _____

Child's medical information/individual needs:

Known medical conditions, allergies, special dietary, and health needs: Yes No

If yes, please give details: _____

IEP, medications, behavior management plans/tips: Yes No

If yes, please give details: _____

- | | | |
|--------------------------|--------------------------|--|
| YES | NO | |
| <input type="checkbox"/> | <input type="checkbox"/> | I give permission for my child to be enrolled in programs and activities, on and off school campus. |
| <input type="checkbox"/> | <input type="checkbox"/> | I give permission to use photographs, writings, artwork, etc. for promotional purposes. |
| <input type="checkbox"/> | <input type="checkbox"/> | I give staff permission to transport my child for the purpose of program activities whether by van transportation, public transit, or by walking during any of the days at the ARC AfterSchool program, and for medical care purposes. |
| <input type="checkbox"/> | <input type="checkbox"/> | I give permission for staff to give and receive necessary information about my child to assist with providing the best program experience for my child. |

E-Payment Agreement:

Fees are auto-drafted weekly out of a bank account in full on Sundays. We require a 2-week cancellation notice.

Bank Account _____ I choose to utilize the EFT option for weekly payment from my checking account.

Bank Name: _____ Name on Account: _____

Routing/Transit #: _____ Account #: _____

Authorized Signature: _____ Date: _____

Credit/Debit Card _____ I choose to utilize the credit card payment option for my weekly payment.

Card Holder Name: _____

Credit Card # _____ CVV/CVC: _____ Expiration Date: _____

Authorized Signature: _____ Date: _____

Agreement between parent(s)/caregiver(s) and ARC After School/Camp:

- I understand that by completing and signing this contract and registration form, I and my child agree to follow the program policies as outlined in the Student/Parent Handbook. I will inform the provision of any changes in circumstances relating to the above or anything that may affect my child.
- I understand and am aware that my child(ren) is/are participating in physical activities and that the potential for accidents does exist. In consideration for being allowed to participate in the ARC's program, I agree to assume the risk of such exercise and further agree to defend and hold harmless the Alliance Recreation Center and its staff conducting this ARC program from any and all claims, suits, losses, or related causes of action for damages, including (but not limited to) such claims that may result from injury or death (accidental or otherwise) during, or arising in any way from the program. I also understand that the Alliance Recreation Center may use, for publicity and /or promotional purposes, my (or my child's) name or pictures participating in this program, without obligation or liability to me or my family.

Signature of parent/guardian _____ Date _____

Parents are welcome to contact the Program Director with any questions, concerns, and suggestions. Parents interested in providing support can contact the Program Director and help by simply telling others about the program or offering to volunteer time and/or resources.

Welcome to the ARC, we cannot wait to have fun with your kiddos!

ARC Afterschool 2022/2023

PARENT HANDBOOK

Dear Parent/Guardian:

ARC AfterSchool's mission is to provide k-5th grade students and their families with a quality, affordable, and accessible program to inspire lifelong learners. Students will experience a variety of activities including academic support, unique learning opportunities, sports, games, arts, crafts, nature activities, social skill development, computer skills and more! We strive for an engaging and energetic program that will help children succeed both academically and socially!

We intend to provide creative programs and fun activities that will help your child be successful both in the school and in the community. We also hope to provide you with new opportunities to become involved in your child's education and development. Our program utilizes outdoor areas, including public parks and playgrounds, and swimming pools.

Parent and participants can expect:

- A focus on homework help, physical activity, and daily snacks.
- Exploration of individual interests through a wide range of activities and partnerships.
- A 1:15 staff to youth ratio.

Location and Staff

The Program Director will communicate with parents directly, via staff, text, and email. Please call the Alliance Recreation Center if you would like to set up a time to meet.

Fees and Assistance

Fees are auto-drafted weekly out of a bank account in full on Sundays. We do not charge for days school is not session; the weekly charge is automatically prorated. However, refunds will not be made for unplanned school cancellations such as but not limited to, snow days & heat dismissals. **We require a 2-week cancellation notice when un-enrolling.** Cancellation forms are available at the front desk. Financial assistance is available, but spots are limited. To qualify for financial assistance, provide the free and reduced lunch letter qualification letter from the school.

Overdue Balance

Those with two weeks of missed payments **will be un-enrolled from the program.** We will contact those with overdue balances weekly.

Hours of Operation

Children must be picked up by 5:30pm Monday through Friday. Appropriate authorities will be contacted for children abandoned for more than 30 minutes. Excessive tardiness will result in program suspension.

School Pick-Up

Those attending APS will be bused to the ARC by Alliance Public Schools. ARC staff will meet children at Emerson. (Grandview children will ride the bus to Emerson) Those attending St. Agnes & IELS will be picked up by staff in the ARC van.

ARC Pick-Up

Parents/guardians must stop at the front desk to check their child out. The front desk will radio to the camp leader for your child to meet parents/guardians in the lobby. Persons other than parents/guardians picking up children **must be listed** on the registration and may be asked to show identification. Parents must provide notification for children to leave with a person not listed on the registration. A phone call may be used in case of emergencies to verify.

Early Dismissals

APS & IELS - Students at APS and IELS **will be** picked up on all scheduled 2pm dismissal days. ST. Agnes & IELS -There will be **no** Afterschool Program for St. Agnes on 11:30am & 12pm early dismissal days and IELS. In the event of heat days St. Agnes will not be picked up, however parents are welcome to bring kids to the ARC from 3:45-5:30 p.m.

Attendance Policy

The ARC **must be contacted** if your child will be absent for any reason. Regular attendance is highly recommended to reach the goals of ARC After School. If a child is frequently absent from the program, the program director may contact a parent/guardian to discuss the child's enrollment. If a child will not be regularly attending the program while there is a waiting list for enrollment, the program director has the right to terminate enrollment to offer the program to another child.

Illness Policy

For the health and protection of all, children will be required to stay home if they are experiencing a temperature of 100 degrees or more, vomiting, diarrhea, flu--like symptoms, streptococcal infection, pinkeye, lice, or scabies. Children will require a doctor's note to return after experiencing hepatitis A, tuberculosis, measles, mumps, rubella, impetigo, or ringworm. Children with chickenpox will be excluded from attendance for at least 6 days or until without fever. ARC staff reserves the right to contact a parent for pick-up if they observe signs of suspected illness.

Injury and Emergency Policies

The staff will take care of superficial injuries. If an injury requires further attention, the parent/guardian will be contacted. In an emergent situation, Emergency Medical Services and persons on the child's emergency contact list will be contacted.

Medication Policy

ARC staff is not authorized to disperse medication. If a child requires medication during ARC hours, it will be the responsibility of the parent/guardian. The ARC staff will **ONLY** provide medical attention in the form of soap, water, ice and bandages.

Confidentiality Policy

All child files will be kept confidential. ARC staff will release information to authorities with proper legal request in cases of suspected child abuse and neglect. ARC staff and volunteers are required to follow the confidentiality policy.

Personal Property

Personal items should be left at home (I.e., Toys, tablets, phones, jewelry, money). Children will not be allowed to have phones or smartwatches with them throughout the program.

Behavior Policy

ARC staff will guide children to manage their own behavior. Children will be expected to:

- Respect the rights and property of others.
- Follow directions from staff and cooperate with others.
- Practice habits of good health, safety and cleanliness.
- Refrain from damaging facility and personal property.
- Refrain from physical fighting or excessive contact.
- Refrain from inappropriate behavior and language.

Corrections for misconduct will depend on the frequency and nature of the offense. For definitions of Minor Problem Behaviors and Major Problem Behaviors see below:

Minor Problem Behavior: Staff will give a verbal reprimand and have a discussion with the child concerning the misconduct. A note will may be sent home to parents/guardians informing them of the minor problem.

Major Problem Behavior: Staff will have a discussion with the child concerning the misconduct and develop a plan for correction. Staff and the child will fill out a behavior plan. The Program Coordinator will make parent contact to discuss the behavior.

If a child exhibits 3 major problem behaviors, minor problem behaviors continue to repeat and can't be corrected through the above measures or a behavior is of a serious nature, it may result in suspension or termination from the program as determined by the ARC Afterschool / Summer Camp program staff.

Minor Problem Behavior Definitions

Continued Disruption	Child engages in low intensity, but inappropriate disruption.
Inappropriate Language	Child engages in low intensity instance of inappropriate language (rude, crude).
Inappropriate Physical contact	Child engages in non-serious, but inappropriate physical contact—touching, pulling hair, little pushing and shoving.
Inappropriate use of work time	Child does not use time to complete work.
Lying	Child delivers message that is untrue.
Noncompliance	Failure or refusal to comply.
Other	Child engages in any other minor problem behaviors that do not fall within the above categories.

Major Problem Behavior Definitions

Abusive language/ Profanity	Verbal messages that include swearing, name calling or use of words in an inappropriate way.
Bullying	Child treats others in an overbearing or intimidating manner. (To make one's way aggressively.)
Continual Minor Misbehavior	Child continues with minor misbehavior after several attempts to correct it.
Defiance	Refusal to follow directions, talking back and/or socially rude interactions. Continual non-compliance after implementing several strategies for the child to comply.
False alarm	Child pulls the fire alarm or delivers a message of possible explosive materials being on or near the Alliance Recreation Center, and/or pending explosion.
Fighting/ physical Aggression	Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).

Property Misuse	Child engages in inappropriate use of ARC property, desks, bathrooms, cell phone, music/video players, camera, and/or computer.
Theft	Child is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.
Threat	<p>Child delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.</p> <p>Declaration of an intention or a determination to inflict harm on another:</p> <ol style="list-style-type: none"> 1. An expression of an intention to inflict pain, injury, evil, or punishment. 2. Warning - a message informing of danger or harm
Vandalism	Child participates in an activity that results in substantial destruction or disfigurement of property. Child deliberately impairs the usefulness of property.
Weapons	Child is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.
Other	Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.