

After School Program - REGISTRATION FORM (Whitmore Charter)  
2011-2012 School Year

Please submit a separate registration form for every student you wish to enroll.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**The following are adults whom I authorize to pick up my child or to be called in an emergency. Photo identification may be required.**

Emergency Contact's Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship to student \_\_\_\_\_

Emergency Contact's Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship to student \_\_\_\_\_

Emergency Contact's Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship to student \_\_\_\_\_

Emergency Contact's Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship to student \_\_\_\_\_

Please note any medical conditions that your child may have: \_\_\_\_\_

**The ASES program starts immediately after school ends until 6:00 p.m.**

**ASES Rules and Expectations**

1. Follow all regular-day school rules and procedures at all locations (bathroom, cafeteria, classroom, and playground).
2. Follow directions the first time given from staff.
3. Keep hands, feet, and objects to self.
4. Speak respectfully to others and to staff.



**Discipline Policy**

- Step 1 = **Verbal Warning** (student is warned verbally, parent is notified, and incident is documented)
- Step 2 = **Written Warning** (student receives a written warning, parent is notified, and incident is documented)
- Step 3 = **Student suspended from program for 1-5 school days** (incident is documented)
- Step 4 = **Student suspended from program for 1-5 school days** (incident is documented)
- Step 5 = **Student removed from the program for the remainder of the session** (Session schedule: July to Dec. & Jan. to June)

*-Please Note: We reserve the right to skip a disciplinary step depending on the severity of the action.*

**Check-Out Procedure**

- Students must be signed out of the program daily
- Participating students **will** be allowed to sign themselves "in" and "out" to go home on their own, **ONLY** if parent/guardian designates this authorization on the ASES Enrollment Form
- Students must be picked-up by 6:00 p.m. daily

My child will be picked up

My child will walk home  
(Walk home time is 4:30 p.m. and may change according to daylight savings)

The behavior and conduct standards and related disciplinary consequences for this program are listed above. I have read the information and give my student permission to participate in the program. I have read and agree to comply to the standards and procedures described above. I also grant permission for any photo or filming that are taken of my child during his/her participation in after school activities to be used for purposes that include publicity without compensation to my child, myself, or any parties acting in our behalf. In addition all parents are only permitted to stay within the A.S.E.S sign out boundaries. *Please sign below to agree to these conditions.*

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